



EMPLOYMENT APPLICATION

Position applied for: _____ Date: _____

APPLICANT INFORMATION

Full Name: _____
Last First

Address: _____ Apt. #: _____

City _____ State _____ Zip _____

Phone: _____ Cell Phone: _____

Email Address: _____ Social Security #: _____

Date available to start: _____ Salary Requirement: \$ _____

If you are under 18 and we require a work permit, can you furnish one? Yes No

If no, please explain: _____

Are you eligible to work in the United States? Yes No

Have you ever worked for this organization? Yes No If yes, when: _____

Type of employment desired: Full Time Part Time Temporary

Have you ever pled "guilty" to or been convicted of a crime? Yes No

If yes, give dates and details (answering yes to these questions does not constitute an automatic rejection to employment. Dates of the offense, seriousness and nature of the violation, rehabilitation and positions applied for will be considered)

EDUCATION

School: _____ Address: _____

Did you graduate? Yes No # of years completed: _____ Degree/Major: _____

School: _____ Address: _____

Did you graduate? Yes No # of years completed: _____ Degree/Major: _____

School: _____ Address: _____

Did you graduate? Yes No # of years completed: _____ Degree/Major: _____

MISCELLANEOUS

Computer proficiency: Outlook Word Excel Other: _____

Foreign Language: _____ Write Speak Read
 _____ Write Speak Read

PREVIOUS EMPLOYMENT (begin with most recent position)

Dates of employment: From: _____ To: _____

Position held: _____ Salary: \$ _____

Firm: _____ Address: _____

Contact Person: _____ Phone #: _____

Responsibilities: _____

Reason for leaving: _____

May we contact the employer for references? Yes No

Dates of employment: From: _____ To: _____

Position held: _____ Salary: \$ _____

Firm: _____ Address: _____

Contact Person: _____ Phone #: _____

Responsibilities: _____

Reason for leaving: _____

May we contact the employer for references? Yes No

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) cancel any further consideration of this application, or (II) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents, to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representative, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by the law. This application does not constitute an agreement or contract for any specific period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's Executive Director.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that Federal immigration laws require me to complete an I-9 form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

I certify that I have read, full understand and accept all terms of the Applicant Statement.

Signature of Applicant: _____ Date: _____