

EMPLOYMENT APPLICATION

If you would like assistance in completing this employment application, please ask to speak with the Office Support Staff or Coordinator of Day Services. In compliance with the Immigration Reform and Control Act, we hire only U.S. citizens and aliens lawfully authorized to work in the U.S. This company does not discriminate in hiring or employment on the basis of race, color, religion, creed, national origin, sex, ancestry, disability or any other prohibited basis. No question on this application is intended to secure information to be used for such discrimination.

PLEASE PRINT OR TYPE PERSONAL

Last name	First name	Middle name	Home Phone Number
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Current Address (Street, City, State, & Zip Code)	Work Telephone Number
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Previous Address (Street, City, State, & Zip Code)

Are you over age 18?	Social Security Number	Are you a U.S. Citizen
<input type="checkbox"/> YES		<input type="checkbox"/> YES
<input type="checkbox"/> NO		<input type="checkbox"/> NO

POSITION

For what shift and position are you applying?	In which are you interested?
<input type="checkbox"/> 9:00 am – 5:00 pm	<input type="checkbox"/> Full Time <input type="checkbox"/> Summer
<input type="checkbox"/> 8:00 am – 4:00 pm	<input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
<input type="checkbox"/> 10:00 am – 3:00 pm	
<input type="checkbox"/> 9:30 am – 3:30 pm	

Have you ever been employed through _____ before? YES NO
 If Yes indicate date ____/____/____

Have you ever applied for employment with _____ before? YES NO
 If Yes indicate date ____/____/____

Date Available: _____ _____/_____/_____	Salary Acceptable _____
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How did you find out about _____ and any open positions?

Newspaper _____ Cable Television _____ Friend/Other _____ Website _____

List the names of any _____ Employee who encouraged you to apply:
 Names: _____

GENERAL

It is important that you truthfully answer the following questions regarding criminal conduct. Criminal conduct includes both misdemeanors and felonies. Your answers are subject to investigation by the company and any inaccuracy will subject you to discharge. The disclosure of Criminal Conduct will not necessarily result in your rejection of employment.

Have you ever been charged with a crime (other than a traffic violation but including driving under the influence of alcohol or drugs) that resulted in a conviction, probation, suspended imposition of sentencing, or a guilty plea, or by a military court martial? Yes No If yes, for each instance please state the date, place, crime, and the circumstances.

Were you ever bonded?
 Yes No

Has bond ever been refused or cancelled?
 Yes No If yes, give date and reason

EDUCATION

School	Name & Address of School	Major Courses of Study	GPA	Date of (expected) Graduation
GED				
High School				
Business/Trade/Technical				
College				
College				
Graduate Level				

ACTIVITIES

Classes organizations, scholastic honors, societies, and other school activities (exclude organizational which indicate race, creed, color, national origin, religion, sex, ancestry, age or disability) _____

Professional society memberships: _____

Patents, inventions, and published papers: _____

EMPLOYMENT

Are you presently employed? Yes No May we contact your present employer? Yes No

DO NOT WRITE "SEE RESUME"

Present Employer	Telephone Number	Dates Employed (Month and Year)
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Address

Supervisors Name	Salary Start:	End:
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Job Title and Nature of Duties

Reason for leaving

1 st PREVIOUS EMPLOYER	Telephone Number	Dates Employed (Month and Year)
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Address

Supervisors Name	Salary Start:	End:
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Job Title and Nature of Duties

Reason for leaving

2ND PREVIOUS EMPLOYER	Telephone Number	Dates Employed (Month and Year)
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Address

Supervisors Name	Salary Start:	End:
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Job Title and Nature of Duties

Reason for leaving

REFERENCES

List 3 professional References

Name	Address	Telephone Number	Years Known
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Name	Address	Telephone Number	Years Known
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Name	Address	Telephone Number	Years Known
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AUTHORIZATION

I authorize an inquiry to be made on the information contained in this application. Upon written request, the nature and scope of this inquiry will be made available to me.

Former employers named herein, government body including law enforcement agencies, schools or other agencies, are authorized to give information regarding me. They are hereby released from all liability for issuing such information.

I understand that misrepresentation or omission of facts will be cause for cancellation of consideration for employment or dismissal if employed.

I understand that my employment is at will, that the terms and conditions of my employment can be changed at the option of _____ and that my employment can be terminated with or without good cause at any time, for any reason, at the option of _____ or myself.

A photocopy of this release shall be considered as valid as the original.

STATEMENT OF POLICY: I understand _____ is committed to ensure a safe, drug free workplace for all company employees and the general public. As a public employer, the company has a compelling interest in establishing reasonable condition of employment. Prohibiting employee drug and alcohol use is one such condition.

AFFIRMATION OF POLICY: As an applicant for a position with _____, I affirm that I have read and understand _____ Drug and Alcohol Testing Policy statement of Policy noted above, and I am aware that employment for a safety sensitive position, is subject to random drug testing. If hired into a position with _____, I agree to abide by all provisions of the anti-drug policy as a condition of my continued employment with the company.

Date

Applicant's Name (PLEASE PRINT)

Applicant's Signature