

# Application

please check one:

**Employment**            (   )

**Volunteer**            (   )



**Note: Your resume will not be accepted in lieu of answering questions**

Department and Position applying for:		Type of Employment: Full Time ____ Part Time ____ Temp. ____	Type of Volunteer: Full Time ____ Part Time ____ Temp. ____	Date: How did you hear about us?
Name of Applicant:				
Last	First	Initial(s)		
Address (No., Street, City, State, Zip Code)				
Telephone Number	Cell Number	Business Number	E-mail	
If hired, can you provide evidence of legal eligibility to work in the U.S.? Yes ____ No ____		Are you over 18 years of age? Yes ____ No ____		
Do you have a valid driver's license? Yes ____ No ____		Class:	What is your means of transportation to work or to a volunteer position?	

## Education

Secondary School attended and location	Highest grade successfully completed	Year graduated	
University Attended and location	No. of years	Year Graduated	Degrees
Major subjects of specialization			

Community College attended and location	No. of Years	Year Graduated	Degrees
Major subjects of specialization			
Other Educational Training/Courses:			

**Other Information**

Activities/Interests/Hobbies

Special Talents

Foreign Languages

**List Training Courses completed which may be helpful in considering your application****Employment History (List present or most recent positions first)****1**

Name of Employer		Address		City	State	Zip
Position	Name of Supervisor	Date employed	Date Left	Starting Salary	Final Salary	
Reason for Leaving:						

**2**

Name of Employer		Address		City	State	Zip
Position	Name of Supervisor	Date employed	Date Left	Starting Salary	Final Salary	
Reason for Leaving:						

**3**

Name of Employer		Address		City	State	Zip
Position	Name of Supervisor	Date employed	Date Left	Starting Salary	Final Salary	
Reason for Leaving:						

**Volunteer History (List present or most recent positions first)**

Name of Organization		Address		City	State	Zip
Position	Name of Supervisor	Date Volunteer Position Began			Date Left	
Reason for Leaving:						

Name of Organization		Address		City	State	Zip
Position	Name of Supervisor	Date Volunteer Position Began			Date Left	
Reason for Leaving:						

**Business References (List 3 individuals that can verify your work experience, do not list friends or relatives)**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Conviction Record**

Due to the requirements of the position for which you are applying, and/or probable assignment to a designated security risk area, you are asked to answer the following questions, read and sign the statement at the bottom of this form. Please be advised that a background record's check may be conducted to verify your answers/comments on the following questions.

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes" give date, location, and disposition of case. Give as much information as possible (Use additional paper if necessary):

Date: \_\_\_\_\_ Charge: \_\_\_\_\_ Sentence: \_\_\_\_\_

**Note:** A conviction record will not automatically disqualify you. A false statement or omission may result in automatic disqualification even after you have been employed or become a volunteer. The Personnel Department will consider the recency of your conviction and its relationship to the position for which you are applying. You may be asked to provide further details when interviewed.

**Please Read Carefully**

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or termination if I have been employed or received a volunteer assignment. Furthermore, I understand that just as I am free to resign at any time, the company reserves the right to terminate my employment or volunteer position, as well as change the terms and conditions of employment or assignment, with or without cause and without prior notice, including but not limited to demotion, promotion, transfer, compensation, benefits, duties and location of work or assignment. I understand that no representative of the Company, except in writing from the Chief Executive Officer of the Company, has the authority to make assurances to the contrary.

I give the Company the right to investigate all references and to obtain job-related information about me. I hereby release the Company and its representatives from liability as well as any person, corporations or organizations furnishing information.

The Company is an **EQUAL OPPORTUNITY EMPLOYER** and does not discriminate in employment or volunteer positions. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment or volunteer position on a basis prohibited by local, state, or federal law.

I agree that volunteer placement or continuing employment *may* be contingent upon the successful completion of a Department of Justice and Federal Bureau Investigation Background Check.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_