

**EMPLOYMENT APPLICATION**

Please Print Clearly. This application must be completed and all questions regarding your training and work experience answered.

All information on this application is confidential, \_\_\_\_\_  
 (hereinafter the Agency) will not contact your present employer without your consent.

Name: (Last)		(First)		(Middle Initial)	
Other Name: (If applicable)			Social Security #:		
Address:			Length of time at this address		
Address:			Length of time at this address		
Home Phone:		Other:			
US Citizen:		If no, Immigrant ID/ Card:			
If hired, can you provide proof of legal right to work in the United States?					
Position Applied for:					
Minimum Salary Requirement:			Date Available:		
EDUCATION/SCHOOLS ATTENDED	NAME OF SCHOOL AND ADDRESS	DID YOU GRADUATE	COURSE OR MAJOR	DIPLOMA OR DEGREE	
HIGH SCHOOL					
COLLEGE					
GRADUATE SCHOOL					
BUSINESS SCHOOL					
AIDE TRAINING PROGRAM					

WORK HISTORY (PROVIDE 10 YEARS OF WORK HISTORY)						
Name. Address and Phone # of Current/ Former Employers	From: Mo/Yr	To: Mo/Yr	Job Title	Supervisor's Name	Salary	Reason for leaving

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Have you ever been bonded?	If yes, by Whom:
Have you ever been refused a bond?	If yes, by Whom:
Have you ever been convicted of a crime?	If yes, Explain:

Professional Licenses:			
Profession:	Lic. No:	Exp. Date:	Verification:
Professional Licenses:			
Profession:	Lic. No:	Exp. Date:	Verification:
Paraprofessional Certification:			
School/Training Program:		Verification:	
Paraprofessional Certification:			
School/Training Program:		Verification:	
<p>The information listed in my application is complete and true. I understand that if employed, false statements on this application are cause for dismissal. I will comply with all of the agency's rules and regulations regarding my employment. The Agency may request information regarding my background which will include work and personal references.</p>			
Signature:		Date:	
<p>The Agency does not discriminate because of sex, age, physical handicap, race, creed or national origin. The agency is an equal opportunity employer.</p>			

ADDITIONAL REFERENCES

NAME	ADDRESS	RELATIONSHIP

I certify that the information given by me is true and correct and without any omission and that I made such statements and answers of my own free will. I understand and agree that any false statement or intentional omission on this application or any subsequently furnished from constitutes cause for discharge at any time during my employment by the Agency.

I authorize the Agency to investigate all statements made in this application. I further authorize the Agency to make any investigation of my credit, criminal and driving records in connection with this application and anytime thereafter in connection with my employment.

I authorized the references listed in this application, to provide the Agency will all information concerning my previous employment and any other pertinent information about me that they may have.

I understand that all information obtained during pre-employment screening is held by the Agency is confidential and will not be released to a third party unless the Agency is required by law or is specifically authorized to do so by me.

I further understand that if I am hired, I will not have an employment contract and that my employment and compensation can be changed or terminated with or without notice or cause at any time by the Agency or by me.

**Applicant's Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

The Agency is an equal opportunity employer. We do not discriminate because of age, race, creed, color, sexual orientation, disability, citizenship status, national origin, marital status, veterans status or the presence of a non-job related medical condition or handicap or any other legally protected status.

**For Administrative Use Only**

Internet Ad     Newspaper Ad     Magazine Ad     Friend \_\_\_\_\_  
 Government Employment Agency     Relative     School  
 The Agency employee \_\_\_\_\_  Walk in     Other \_\_\_\_\_

Position(s) Applied for:  Available     Not Available    Other Positions considered for \_\_\_\_\_

Hired:  Yes     No    Starting Salary: \_\_\_\_\_ Date of Orientation: \_\_\_\_\_

Position Hired For: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Start Date: \_\_\_\_\_

Notes:  
\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_