

APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, religion, age, sex, national origin, marital or veteran status, the presence of non-job related medical condition or handicap, or any other legally protected status.

Applications will be accepted for open positions when the agency is hiring.

INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED FOR EMPLOYMENT

I. General Information

Today's Date: _____

Last Name: _____ First Name: _____ Middle: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____

Position Applying For: (Be specific): _____

Date available for Employment: _____

Type of Employment you are looking for (Please mark at least one):

- Full Time
Part Time
Temporary

Have you worked for Project NOW before? Yes No

If yes, please provide position title(s): _____

Dates Employed From: _____ To: _____

Indicate your citizen status: U.S. Citizen Permanent Resident Alien Non-immigrant Alien

If Alien, Registration Number: _____ Visa Type: _____

Please list any relative(s) and their relationship to you who is/are currently employed with Project NOW:

- Are you currently on lay-off or subject to recall? Yes No
Do you have a valid driver's license? Yes No
Do you have an automobile for work use? Yes No
Do you have liability insurance? Yes No
Can you travel overnight? Yes No

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II. Education & Training

Education (Please note the highest year completed):

Elementary School: _____ High School: _____ College: _____ Graduate School _____

High School Diploma/GED

Yes

No

Name of School _____

Address (City and State): _____

Name & Location of College/University Attended	Credits/ Semester Hrs	Major	Hrs	Minor	Hr s	Type of Degree Received

Other than English, what languages do you read? _____

Write? _____ Speak? _____

Have you had training the in following? (Please check if yes)

Bookkeeping

Data Processing

Office machines

Shorthand/Speed Writing

Filing

Typing: Speed _____ wpm

Please list any other relevant training completed (seminars, workshops, etc.):

III. Military Service:

Were you in the U. S. Armed Forces?

Yes

No

If yes, what branch? _____

Dates of Duty: From: _____

To: _____

Rank at discharge: _____

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IV. Employment History

Please list the positions that you have held, starting with your **most recent** position. Under "duties," describe your job in sufficient detail so that your tasks and level of responsibility can be determined. Attach a separate sheet for more detail, if needed.

I. Employer: _____ Phone Number: _____
Address: _____

Supervisor's Name: _____ Title: _____
Your Job Title: _____
Dates Employed: _____ to _____ Ending Wage: _____
Reason for Leaving: _____
Duties: _____

May we contact this employer? Yes No

II. Employer: _____ Phone Number: _____
Address: _____

Supervisor's Name: _____ Title: _____
Your Job Title: _____
Dates Employed: _____ to _____ Ending Wage: _____
Reason for Leaving: _____
Duties: _____

May we contact this employer? Yes No

III. Employer: _____ Phone Number: _____
Address: _____

Supervisor's Name: _____ Title: _____
Your Job Title: _____
Dates Employed: _____ to _____ Ending Wage: _____
Reason for Leaving: _____
Duties: _____

May we contact this employer? Yes No

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V. Professional References (WORK-RELATED REFERENCES ONLY, no relatives please)

1. Name: _____ Phone Number: _____
How Known: _____ How Long Known: _____

2. Name: _____ Phone Number: _____
How Known: _____ How Long Known: _____

3. Name: _____ Phone Number: _____
How Known: _____ How Long Known: _____

VI. Other

Please indicate any additional information which you feel may be helpful in determining your eligibility for employment:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this application for employment shall be considered active for a period of one year.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and the employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I acknowledge that if I sign this document with an electronic signature, it is the legal equivalent of my manual signature.

Signature of Applicant

Date