

Charitable Union

Application for Employment

We consider applications for all positions without regard to race, color, religion, height, weight, gender, national origin, age, disability, marital status, familial status, sexual orientation, gender expression, or veteran status.

Position(s) applied for: _____ Date of application ____ / ____ / ____

Name LAST FIRST M.I. Social Security # ____ - ____ - ____

Other name(s) employed under _____ Telephone # (____) ____ - ____

Mailing Address _____ STREET CITY STATE ZIP CODE

Email Address _____ Cell/Pager/Other Phone # (____) ____ - ____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No If yes, give dates _____

Have you ever been employed here before? Yes No If yes, give dates and positions _____

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

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Verification of employment authorization will be required of all applicants upon employment.

Date available for work ____ / ____ / ____

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Are you currently on "layoff" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony or misdemeanor involving theft, dishonesty, violence, or drugs within the last seven (7) years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

Employment History

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status. (*Disregard if stated on your resume*).

FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE?			
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER
FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE?			
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER
FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE?			
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER

If you need additional space, please continue on a separate sheet of paper

Skills, Qualifications, and Professional Organizations

Describe any training, skills, licenses, certificates, professional organizations and/or military training that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

List professional, trade, business or civic duties and offices held.

You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Summarize special job-related skills and qualifications acquired from employment or other experience. _____

State any additional information you feel may be helpful to us in considering your application. _____

Educational Background

NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

Business and Professional References (persons not related to you)

NAME	RELATIONSHIP	TELEPHONE	NUMBER OF YEARS KNOWN
		()	
		()	
		()	

Applicant Statement

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 specifically a L.E.I.N. check (criminal history check), credit check, and drug screening.

This application for employment shall be considered active for a period not to exceed six (6) months.

I understand and acknowledge that any employment relationship with this organization is of an "at will" nature, which means that Employees may resign at any time and the Employer may discharge Employees at any time, with or without cause, for any or no reason, and without prior notice. It is further understood that this "at will" employment relationship may not be changed by any written document or agreement unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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 policies of the Employer.

Signature of Applicant

Date