

# Application for Employment



In order for your application may be properly evaluated, it is essential that you answer **all** questions on this application carefully and completely. You will be considered for employment without regard to your race, color, creed, sex, religion, marital status, national origin, status with regard to public assistance, disability, or age.

## MANDATORY FIELDS

Date \_\_\_\_\_ Position desired \_\_\_\_\_ Salary Desired \_\_\_\_\_ /Hr.

## PERSONAL INFORMATION

Full Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Address Apt #/Unit #

City State Zip Code

How long have you lived here? \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PERSONAL INFORMATION

Are you currently employed \_\_\_\_\_ Where \_\_\_\_\_ May we contact current employer \_\_\_\_\_

Are you acquainted with or related to any current employees? \_\_\_\_\_ Name of employee? \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_

Are you able to meet the attendance requirements of the position? \_\_\_\_\_

Have you been convicted of a crime in the last 7 years? If yes, please explain. \_\_\_\_\_

## SKILLS AND LICENSING

Any professional license \_\_\_\_\_ Current license # \_\_\_\_\_ State issued \_\_\_\_\_

Secretarial, clerical and office applicants:

Can you type? YES NO Speed (wpm) \_\_\_\_\_

Run a 10 key adding machine? YES NO

List other secretarial, clerical, accounting skills or certificates \_\_\_\_\_

## EDUCATION

College Name \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_

Dates attended \_\_\_\_\_ Did you graduate \_\_\_\_\_

High School \_\_\_\_\_ Did you graduate \_\_\_\_\_

Any additional schooling such as C.E. or expanded educational programs? If so, please describe: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT RECORD**

	Last or Present Job	Previous Employment	Previous Employment
Company Name			
Address			
City, State, Zip			
Phone Number			
Immediate Supervisor			
Dates of Employment			
Earnings			
Duties			
Reason for Leaving			

**PERSONAL REFERENCES (NOT RELATIVES)**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Business \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Business \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Business \_\_\_\_\_

**Read Carefully Before Signing**

1. I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.
2. I give The Rescue Mission the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability The Rescue Mission and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.
3. The Rescue Mission does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.
4. If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice and The Rescue Mission reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of The Rescue Mission other than an authorized officer has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.
5. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

Signature \_\_\_\_\_ Date \_\_\_\_\_