

AGING EXCELLENCE



Seniors On The Go SM

EMPLOYMENT APPLICATION

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or interview process should contact a representative of the Personnel Department.

PLEASE PRINT

Position(s) applied for: _____

Referral source: Advertisement Employee Relative Government Employee Agency
 Walk-In Private Employment Agency Other

Name of source (if applicable): _____

Name _____

Last

First

Middle

Address _____

Street

City

State/Zip Code

Telephone Number (_____) _____ Social Security Number _____

If necessary, the best time to call you at home is _____

May we contact you at work? _____

If yes, work number and the best time to call _____

If you are under 18, can you furnish a work permit? _____

Have you filed an application here before? _____

If yes, give date ____/____/____

Have you ever been employed here before? _____

If yes, give dates: From ____/____/____ To ____/____/____

Are you legally eligible for employment in this country? _____

TYPE OF EMPLOYMENT DESIRED: Full Time Part Time
 Days Evenings Nights Weekends
 Shifts of 3 or more hours Visits (up to 2 hours)

Days of the week available for work: Mon Tues Wed Thu Fri Sat Sun

Date Available For Work: ____/____/____

Do You Have A Valid Driver's License? Yes No Driver's Lic. # _____ State _____

Do You Have Transportation? Yes No Do You Have Auto Insurance? Yes No

Will you work overtime if required? _____

Have you ever been bonded? _____

Have you been convicted of a felony in the last seven years? _____

(Such conviction may be relevant if job related, but does not bar you from employment.)

If yes, please explain _____

EMPLOYMENT HISTORY

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comment section below.

Employer	Telephone	Dates Employed	
		From:	To:

Address

Job Title Summary of work performed and job responsibilities:

Immediate Supervisor and Title	Hourly Rate/Salary		
	Starting Pay:	\$	per

Reason For Leaving	Hourly Rate/Salary		
	Final:	\$	per

May we contact them for a reference? Yes No Later

Employer	Telephone	Dates Employed	
		From:	To:

Address

Job Title Summary of work performed and job responsibilities:

Immediate Supervisor and Title	Hourly Rate/Salary		
	Starting Pay:	\$	per

Reason For Leaving	Hourly Rate/Salary		
	Final:	\$	per

May we contact them for a reference? Yes No Later

Employer	Telephone	Dates Employed	
		From:	To:

Address

Job Title Summary of work performed and job responsibilities:

Immediate Supervisor and Title	Hourly Rate/Salary		
	Starting Pay:	\$	per

Reason For Leaving	Hourly Rate/Salary		
	Final:	\$	per

May we contact them for a reference? Yes No Later

Employer	Telephone	Dates Employed	
		From:	To:

Address

Job Title Summary of work performed and job responsibilities:

Immediate Supervisor and Title	Hourly Rate/Salary		
	Starting Pay:	\$	per

Reason For Leaving	Hourly Rate/Salary		
	Final:	\$	per

May we contact them for a reference? Yes No Later

Comments (including explanation of gaps in employment): _____

SKILLS AND QUALIFICATIONS - Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying for: _____

EDUCATIONAL BACKGROUND

1. List last three (3) schools attended, starting with the most recent.
2. List number of years completed.
3. Indicate degree or diploma earned, if any.
4. Grade point average or class rank (if known)
5. Major and minor field of study (if applicable)

School	Years Completed	Degree/Diploma	GPA/Class Rank	Major	Minor

List any foreign language(s) you know and check the boxes that describes your skill level.

Language	Speak Some	Speak Fluently	Read	Write

REFERENCES

List the name and telephone number of three (3) business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three (3) school or personal references who are not related to you.

Name	Telephone	Years Known
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