

Employment Application

APPLICANT DATA:

Date:

/ /

Position applied for:

Full Name:

LAST

FIRST

MIDDLE

Address:

City:

State:

Zip:

Phone: ()

Mobile/Other Phone: ()

E-Mail Address:

Date available to start:

Social Security #:

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

Are you of legal age to work? Yes No

Are you legally eligible for employment in the U.S.A.? Yes No (If yes, verification will be required.)

Where you previously employed by us? _____ If yes, when? _____

EDUCATION:

High School:

Address:

of Years Completed:

Did you graduate? Yes No Degree:

Major:

GPA:

Class Rank:

College/University:

Address:

of Years Completed:

Did you graduate? Yes No Degree:

Major:

GPA:

Class Rank:

Other:

Address:

of Years Completed:

Did you graduate? Yes No Degree:

Major:

GPA:

Class Rank:

REFERENCES:

Please furnish the names, addresses and telephone numbers of three people to whom you are not related and by whom you have not been employed:

Name:

Phone: ()

Address:

City:

State:

Zip:

Name:

Phone: ()

Address:

City:

State:

Zip:

Name:

Phone: ()

Address:

City:

State:

Zip:

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

PREVIOUS EMPLOYMENT (begin with most recent position):

Dates of Employment: From ___/___/___ to ___/___/___ Position(s) Held: _____
Company: _____ Address: _____
Phone: () _____ Supervisor: _____ Title: _____
Responsibilities: _____
Starting Salary and Title: _____ Ending Salary and Title: _____
Reason for Leaving: _____
May we contact this employer for reference? Yes No

Dates of Employment: From ___/___/___ to ___/___/___ Position(s) Held: _____
Company: _____ Address: _____
Phone: () _____ Supervisor: _____ Title: _____
Responsibilities: _____
Starting Salary and Title: _____ Ending Salary and Title: _____
Reason for Leaving: _____
May we contact this employer for reference? Yes No

Dates of Employment: From ___/___/___ to ___/___/___ Position(s) Held: _____
Company: _____ Address: _____
Phone: () _____ Supervisor: _____ Title: _____
Responsibilities: _____
Starting Salary and Title: _____ Ending Salary and Title: _____
Reason for Leaving: _____
May we contact this employer for reference? Yes No

I certify that my answers are true and complete to the best of my knowledge. I authorize Northwest Community Action, Inc. to make such investigations and inquiries of my personal, employment, or educational and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant _____ Date: _____