

APPLICATION FOR EMPLOYMENT

Name: _____ Phone Number: _____

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

Are you eligible to work in the United States? YES NO

IF YES, at time of hire, you will be asked to provide 2 forms of valid identification for validation purposes.

Have you been convicted of or pleaded no contest to a felony within the last 5 years? Yes No

If YES, explain: _____

POSITION APPLIED FOR: _____

DAYS AVAILABLE

HOURS AVAILABLE

Sunday _____

DESIRED WAGE:

Monday _____

\$ _____ per hour

Tuesday _____

Wednesday _____

DATE AVAILABLE

Thursday _____

TO START:

Friday _____

Saturday _____

Summarize your job related skills: _____

EDUCATION
Circle Highest Completed

Some High School

High School Graduate

Some College

College Graduate

Name and Address of Schools Attended

Diploma or Degree

Date Graduated

_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES

List 3 people who know you and your work. Do not list relatives or previous employers

NAME/TITLE

OCCUPATION

ADDRESS

PHONE #

1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

PLEASE COMPLETE OTHER SIDE

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EMPLOYMENT HISTORY
List Most Recent Position First

Employer: _____	Phone Number: _____
Address: _____	May we Contact? YES NO
Supervisor: _____	Start Pay _____ End Pay _____
Job Duties: _____	
Employment Dates: _____ to _____	Reason for Leaving: _____
Employer: _____	Phone Number: _____
Address: _____	May we Contact? YES NO
Supervisor: _____	Start Pay _____ End Pay _____
Job Duties: _____	
Employment Dates: _____ to _____	Reason for Leaving: _____
Employer: _____	Phone Number: _____
Address: _____	May we Contact? YES NO
Supervisor: _____	Start Pay _____ End Pay _____
Job Duties: _____	
Employment Dates: _____ to _____	Reason for Leaving: _____

Please read, sign and date:

1. I certify that all answers contained in this application are true and correct to the best of my knowledge.
2. I understand that any false statements or willful omissions may be cause for rejection of my application or if employed, amount to sufficient grounds for dismissal without further notice.
3. I authorize release of employment, salary, education and other records to The Leadership Center for the purpose of checking my references and verifying my employment and educational history.
4. In consideration of my employment, I agree to conform to the rules and regulations of The Leadership Center. If employed, my employment and compensation may be terminated, with or without cause, and with or without notice, at any time, at the option of either The Leadership Center or myself.
5. The Leadership Center is a Drug Free work place and I agree to submit to a physical examination and, or drug screen as requested by The Leadership Center. I understand my initial and continued employment is contingent upon my meeting such medical standards as The Leadership Center may then have in effect.
6. I will supply The Leadership Center with 2 (two) forms of identification as required by Federal Laws. These 2 (two) forms of identification must be provided as a condition of employment. Failure to produce these documents will be grounds for immediate termination.

APPLICANT'S SIGNATURE: _____ DATE: _____

The Leadership Center is an Equal Opportunity Employer.

Applicants will be selected solely on qualifications without regard to age, sex, race, color, religion, national origin, disability or any other legally protected status required by law.