

Employment decisions such as hiring, training, performance evaluation, wage and benefit participation, promotion and termination of employment remain non-discriminatory, without regard to race, color, creed, religion, gender, age, national origin, veteran status, disability, marital status, pregnancy, arrest/conviction status, sexual orientation, genetic predisposition or carrier status, domestic violence victim status, political affiliation or any other legally protected class or status.

**PERSONAL**

Name: \_\_\_\_\_ Last four digits of: \_\_\_\_\_  
Last First Middle Initial Social Security Number

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Number/Street City State Zip Code

Are you legally eligible for employment in the U.S.? Yes  No   
 Are you 18 years or older? Yes  No   
 Do you have a valid State Driver's License? Yes  No



Position(s) applied for \_\_\_\_\_ Salary expected \$ \_\_\_\_\_

Are you employed now? Yes  No  How long have you held this position? \_\_\_\_\_

Would you consider? Part-Time  Full-Time  Days/hours available if Part-Time \_\_\_\_\_

Were you previously employed by us? Yes  No  If yes when? \_\_\_\_\_

If selected, on what date will you be available for work? \_\_\_\_\_

Please state why you feel you are qualified for this position \_\_\_\_\_

**EDUCATION**

School	Name and Address of School	Course of Study	Last Year Completed	Did you Graduate?	List Specific Diploma/Degree
High School				Yes <input type="radio"/> No <input type="radio"/>	
College			1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Other (specify)			1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	

Subjects of special study or research work: \_\_\_\_\_

Name: \_\_\_\_\_

**MILITARY SERVICE**

Branch: \_\_\_\_\_ Years served: \_\_\_\_\_ Rank: \_\_\_\_\_

**EMPLOYMENT HISTORY**

**Begin with your present or last job.** Include any military service and volunteer activities.  
Exclude groups, which indicate race, color, religion, sex, national origin or any other protected class.

<b>1</b>	Employer	Dates	Employed	Job Duties:
	Address	From:	To:	
	Job Title	Hourly	Rate	Reason For Leaving:
	Immediate Supervisor	Start:	Final:	
<b>2</b>	Employer	Dates	Employed	Job Duties:
	Address	From:	To:	
	Job Title	Hourly	Rate	Reason For Leaving:
	Immediate Supervisor	Start:	Final:	
<b>3</b>	Employer	Dates	Employed	Job Duties:
	Address	From:	To:	
	Job Title	Hourly	Rate	Reason For Leaving:
	Immediate Supervisor	Start:	Final:	
<b>4</b>	Employer	Dates	Employed	Job Duties:
	Address	From:	To:	
	Job Title	Hourly	Rate	Reason For Leaving:
	Immediate Supervisor	Start:	Final:	

**REFERENCES**

List the names of three persons NOT RELATED TO YOU that you have known at least one year

NAME	ADDRESS	PHONE	Occupation	Years Known

Name: \_\_\_\_\_

**CONVICTION RECORD STATUS**

Have you ever been convicted of, and/or plead guilty to, a felony or misdemeanor? Yes  No

If you answered 'yes' and have been convicted of a felony or misdemeanor, please complete the information below in regards to the conviction. Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment. Factors that will be taken into account include the nature of the conviction as it relates to the job applied for the amount of time that has elapsed since the conviction and/or completion of sentence, and the seriousness of the offense. The agency reserves the right to reject individuals for employment based on job-related convictions.

Date of Offense	County and State in which Offense	Conviction/Explanation	Rehabilitation Completed

All applicants and employees must, as a condition of employment, inform the agency of all misdemeanor or felony convictions, including all convictions received while your application is pending and within seven days of receiving a conviction if currently employed.

**EMPLOYEE CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective employee certifies by submission of employment application to the best of their knowledge and belief, that they:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State, Local or Tribal departments or agencies.
- b) Have not within a five year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local or Tribal) with commission of any of the offenses enumerated in paragraph 1(b) of this certification; and

I understand that a false statement on this certification may be grounds for dismissal of employment. In addition under 13 USC Sec. 1601, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years or both.

**PLEASE READ AND SIGN BELOW**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if employed, any falsification, misrepresentations or omissions shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time without any prior notice.

**Background Screening:** I authorize any pre and/or post-employment background checks as required by licensing/funding source regulations including, but not limited to fraud, abuse/maltreatment, criminal background, drug/alcohol testing, reference checks, verification of educational qualifications, exclusionary status, driving abstract and others required by regulations.

E-Signature/Signature: \_\_\_\_\_ Date: \_\_\_\_\_