



EMPLOYMENT APPLICATION

- DIRECTIONS:**
- Type or print, using black ink or marker
 - If you need additional space, attach a supplemental sheet
 - Sign the completed application

GENERAL

NAME (LAST)	(FIRST)	(MI)	SOCIAL SECURITY NO.	DATE OF APPLICATION
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)			PHONE NO. – DAY	PHONE NO. – EVENING
ADDRESS WHERE YOU MAY BE CONTACTED IF DIFFERENT FROM ABOVE			ALTERNATE PHONE	BIRTHDATE, IF UNDER 18
HAVE YOU PREVIOUSLY WORKED FOR POE? YES NO	EMPLOYMENT DATES	DEPARTMENT	POSITION	SUPERVISOR

IF HIRED, CAN YOU PROVIDE PROOF OF CITIZENSHIP OR LEGAL RIGHT TO WORK? YES NO

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSE OTHER THAN MINOR TRAFFIC VIOLATIONS? YES NO IF SO, PLEASE EXPLAIN. A CRIMINAL CONVICTION WILL BE CONSIDERED ONLY IN RELATION TO THE JOB FOR WHICH YOU ARE APPLYING. SERIOUSNESS AND NATURE OF THE OFFENSE, TIME ELAPSED, AND REHABILITATION WILL BE TAKEN INTO ACCOUNT.

POSITION

TYPE OF POSITION APPLYING FOR :		SOURCE OF REFERRAL:	JOB POSTING NO
DATE AVAILABLE	POSITION DESIRED FULL-TIME TEMPORARY PART-TIME OCCASIONAL	SPECIFY ANTICIPATED PERIOD OF WORK AND/OR NUMBER OF HOURS PER DAY	SALARY EXPECTED \$

Please note that the Employment Record, Education & Training and References sections do not need to be completed if an attached resume provides all of the specific requested information. If there is information requested that is not on your resume, please be sure to provide that information in order to ensure your application materials will be considered.

EMPLOYMENT RECORD

LIST MOST RECENT EMPLOYMENT FIRST

START DATE	END DATE	FINAL POSITION TITLE	FINAL SALARY	MAY WE CONTACT THIS EMPLOYER? YES NO
EMPLOYER		LAST SUPERVISOR'S NAME	REASON FOR LEAVING	
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE	

POSITION DESCRIPTION

START DATE	END DATE	FINAL POSITION TITLE	FINAL SALARY	MAY WE CONTACT THIS EMPLOYER? YES NO
EMPLOYER		LAST SUPERVISOR'S NAME	REASON FOR LEAVING	
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE	

POSITION DESCRIPTION

EMPLOYMENT RECORD CONTINUED

START DATE	END DATE	FINAL POSITION TITLE	FINAL SALARY	MAY WE CONTACT THIS EMPLOYER? YES NO
EMPLOYER		LAST SUPERVISOR'S NAME		REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE
POSITION DESCRIPTION				

EDUCATION AND TRAINING

COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	GRADUATE? YES NO	TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL/LOCATION (City/State)
	DATES ATTENDED			
COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	GRADUATE? YES NO	TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL/LOCATION (City/State)
	DATES ATTENDED			
HIGH SCHOOL LAST ATTENDED	GRADUATE? YES NO	TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL/LOCATION (City/State)
	DATES ATTENDED			
OTHER	GRADUATE? YES NO	TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL/LOCATION (City/State)
	DATES ATTENDED			

LIST LICENSES, FOREIGN LANGUAGES, COMPUTER, DATA/WORD PROCESSING, OFFICE EQUIPMENT, TYPING SHORTHAND OR OTHER SKILLS & TRAINING YOU CONSIDER RELEVANT TO EMPLOYMENT.

LANGUAGE ABILITY – LIST THOSE YOU COULD USE IN YOUR WORK

ENGLISH	SPEAK	READ	WRITE	OTHER	SPEAK	READ	WRITE	OTHER	SPEAK	READ	WRITE
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PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS, HONORS, CERTIFICATIONS, PROFESSIONAL LICENSES AND PUBLICATION YOU CONSIDER SIGNIFICANT. PLEASE INDICATE THE PROFESSIONAL LICENSE NUMBER AND STATE OF ISSUANCE.

REFERENCES

LIST THREE PERSONS, OTHER THAN RELATIVES OR PERSONAL FRIENDS, WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE AND/OR EDUCATION.

NAME/TITLE	MAILING ADDRESS	PHONE
		(

AUTHORIZATION

APPLICATION MUST BE SIGNED PRIOR TO SUBMITTING.

I hereby authorize investigation of all statements contained in this application and on my resume, if provided. I certify that such statements are true, and understand that misrepresentation or omission of facts called for in this form, or on any resume provided by me is cause for termination of employment without notice.

Date _____

Signature _____

NO PERSON SHALL BE DENIED EMPLOYMENT ON THE BASIS OF RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, SEX/GENDER, SEXUAL ORIENTATION, RELIGION, CREED, DISABILITY (INCLUDING HIV STATUS, AGE, VETERAN STATUS, MARITAL STATUS OR EX-OFFENDER STATUS).

Employment is contingent upon furnishing evidence of identity and employment eligibility.

