

# Application for Employment

(please print or type)



Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_ Date of application: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_ Cell/Pager #: (\_\_\_\_) \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

Have you ever been employed here before?  Yes  No

Date Available for work: \_\_\_\_\_

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

Have you been convicted of a crime in the last seven (7) years?  Yes  No

If yes, please explain \_\_\_\_\_

*Conviction will NOT necessarily disqualify an applicant from employment*

## Employment History

Provide the following information for your past and present employment and career activities, starting with the most recent

From	To	Employer	Telephone #
Job Title		Address	
Immediate Supervisor & Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Wage/salary Start: \$ _____ per _____ Final: \$ _____ per _____	
From	To	Employer	Telephone #
Job Title		Address	
Immediate Supervisor & Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Wage/salary Start: \$ _____ per _____ Final: \$ _____ per _____	
From	To	Employer	Telephone #
Job Title		Address	
Immediate Supervisor & Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Wage/salary Start: \$ _____ per _____ Final: \$ _____ per _____	
From	To	Employer	Telephone #
Job Title		Address	
Immediate Supervisor & Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Wage/salary Start: \$ _____ per _____ Final: \$ _____ per _____	

An equal opportunity employer

fax: 903-538-2797 ~ email: info@lakeviewmcc.org ~ www.lakeviewmcc.org

## Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Educational Background (if job-related)

Name and Location	Years Completed	Did you Graduate?		Course of Study
		Major	Degree	
High School				
College				
Other				

## References

Name	Telephone	Yrs Known
	( )	
	( )	
	( )	

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering, and using such information and all other persons, corporations or organization for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read & fully understand the foregoing & seek employment under these conditions.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the personnel department.