



APPLICATION FOR EMPLOYMENT

Acceptance of this application does not imply employment even though every requirement has been complied with. Should we have a position available, your application will be considered along with others on file with us. If this application is not renewed within three (3) months, we will regard it as withdrawn. In considering your application for employment, **action pact** does not discriminate because of your religion, sex, age, nationality, color, race, disability, marital, or other protected status. We are, however, interested in your ability, experience, education, and over-all qualifications for employment; with these thoughts in mind, please fill in the following questionnaire.

PERSONAL

NAME: _____ DATE: _____
Last First Middle

PRESENT ADDRESS: _____
Street City State Zip

PHONE NUMBER: _____ CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____ Some positions have a minimum age requirement as specified by the funding source. Age will be verified for legal requirements.

POSITION/COUNTY APPLYING FOR: _____

If selected for employment, how soon could you report to work? _____

The agency nepotism policy requires the following information to ensure employment does not create a conflict of interest or direct or indirect Supervisor/subordinate relationship.

Are you related to anyone connected with **action pact**? Yes No

If yes, list relative's name and relationship: _____

Can you perform the essential functions of the job for which you have applied? Yes No

Have you ever been convicted for violation of any felony laws? Yes No

Explain: _____

Have you ever been arrested or charged for domestic violence or child abuse? Yes No

Explain: _____

Please list all languages you read, speak, or write: _____

EDUCATION

	High School				Undergraduate College/University				Graduate/Professional			
School Name & Location												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Course of Study												
List any additional information you feel may be helpful in considering your application												

Professional, trade, business, or civic activities, and offices held:

You may exclude membership which would reveal sex, race, religion, national origin, age, color, disability, marital, or other protected status.

Special skills and qualifications:

Summarize special job-related skills and qualifications acquired from employment and other experience.

EMPLOYMENT EXPERIENCE

All applicants must complete entire application. After completion of application, resume may be attached.

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You are not required to include organizations which indicate race, color, religion, sex, national origin, age, disability, marital, or other protected status. List employment for last ten (10) years. Any gaps in employment must be explained. (Example: attend school, stay at home, etc.)

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					

REFERENCES

List three (3) people to whom we may refer. **Do not include relatives and former employers.**

NAME	ADDRESS	PHONE
1.		
2.		
3.		

MISCELLANEOUS

Are you presently employed? ___ Yes ___ No

Are you presently on lay-off status? ___ Yes ___ No

Have you ever been discharged or requested to resign? ___ Yes ___ No

May we communicate with your present employer? ___ Yes ___ No

IMPORTANT – PLEASE READ BEFORE SIGNING

I understand that as a condition of employment, I may be subject to drug screening, as well as periodic random drug testing, should I be employed.

I understand, if selected for employment, I will be required to submit verification of legal right to work in the United States.

I agree that, should I be employed, such employment shall be subject to satisfactory work performance. If **action pact** finds that I am not adapted to the work, or am otherwise not satisfactory, my employment will be terminated. I also agree to be subject to the established rules and regulations governing **action pact's** Personnel Policies and Procedures.

I understand and agree that in processing this employment application, I may be required to submit to criminal investigation and fingerprint checks.

I hereby certify that the answers given by me to all questions on this application are true and correct to the best of my knowledge and belief and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that failure to do so may result in immediate termination if employed.

I hereby acknowledge that I read the foregoing disclosure and understand the same.

SIGNATURE OF APPLICANT _____

DATE _____