



EQUAL OPPORTUNITY EMPLOYER

# Community Life Support

REFERRED BY: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_

rev. 11/2006

## APPLICATION FOR EMPLOYMENT

|   |        |        |           |                       |                           |
|---|--------|--------|-----------|-----------------------|---------------------------|
| NAME (PLEASE PRINT)                                   |        |        | PART-TIME | DAYS                  | SOCIAL SECURITY NO<br>- - |
| LAST  | FIRST  | MIDDLE | FULL-TIME | EVES                  |                           |
| PRESENT ADDRESS                                       |        |        |           | HOME TELEPHONE NUMBER |                           |
| NO.   | STREET | CITY   | STATE     | ZIPCODE               | ( ) -                     |
| HOW DID YOU LEARN ABOUT THIS COMPANY? OPEN POSITIONS? |        |        |           | IN EMERGENCY NOTIFY   |                           |
|   |        |        |           | NAME                  |                           |
|   |        |        |           | TELEPHONE ( ) -       |                           |

| DATES |       | EMPLOYMENT FOR THE PAST FIVE YEARS                       |              |            |              |          |                    |
|-------|-------|--|--------------|------------|--------------|----------|--------------------|
| MO/YR | MO/YR | Please list in order with the most recent employer first |              |            |              |          |                    |
| FROM  | TO    | NAME/ADDRESS OF COMPANY                                  | PHONE NUMBER | SUPERVISOR | TYPE OF WORK | PAY RATE | REASON FOR LEAVING |
|       |       |  |              |            |              |          |                    |
|       |       |  |              |            |              |          |                    |
|       |       |  |              |            |              |          |                    |
|       |       |  |              |            |              |          |                    |
|       |       |  |              |            |              |          |                    |

| EDUCATIONAL BACKGROUND |          |                    |                   |
|------------------------|----------|--------------------|-------------------|
| NAME OF SCHOOL         | LOCATION | DEGREE/CERTIFICATE | HIGHEST COMPLETED |
| HIGH SCHOOL            |          |                    |                   |
| COLLEGE                |          |                    |                   |
| OTHER                  |          |                    |                   |
| OTHER                  |          |                    |                   |

| MILITARY SERVICE RECORD |              |                 |                   |
|-------------------------|--------------|-----------------|-------------------|
| BRANCH                  | DATE ENTERED | DATE DISCHARGED | TYPE OF DISCHARGE |
|                         |              |                 |                   |

| PERSONAL AND CHARACTER REFERENCES (other than relatives) |         |                  |
|--|---------|------------------|
| NAME   | ADDRESS | TELEPHONE NUMBER |
| 1)   |         |                  |
| 2)   |         |                  |
| 3)   |         |                  |

Briefly explain why you desire to be employed by this Company and why you are qualified for the position for which you are applying.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please write in the time you are available for work. Use "am" and "pm" for the hours you indicate. Write in "NONE" or "ANY" to show your availability for whole days.

MONDAY From \_\_\_\_\_ am /pm to \_\_\_\_\_ am /pm

TUESDAY From \_\_\_\_\_ am /pm to \_\_\_\_\_ am /pm

WEDNESDAY From \_\_\_\_\_ am /pm to \_\_\_\_\_ am /pm

THURSDAY From \_\_\_\_\_ am /pm to \_\_\_\_\_ am /pm

FRIDAY From \_\_\_\_\_ am /pm to \_\_\_\_\_ am /pm

SATURDAY From \_\_\_\_\_ am /pm to \_\_\_\_\_ am /pm

SUNDAY From \_\_\_\_\_ am /pm to \_\_\_\_\_ am /pm

I declare the foregoing to be, to the best of my knowledge and belief, and accurate statement of facts. If I am accepted for employment I agree to abide by all the company rules and regulations governing the conduct of co-employees. I agree further that my employment is subject to satisfactory replies from my references. I further agree that any falsifications would result in my immediate dismissal from work.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**TO BE COMPLETED BY INTERVIEWING MANAGER ONLY**

POSITION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ REPLACING \_\_\_\_\_

REPORT ON \_\_\_\_\_ AT \_\_\_\_\_ CLOCK NO. \_\_\_\_\_ WAGE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF INTERVIEWING MANAGER