

Application For Employment

Kennedy Heights Community Center

We consider applicants for all positions without regard to race, sex, color, sexual orientation, religion, national origin, handicap/ disability, political beliefs, physical appearance, familial status, domestic partners, disclosure of social security numbers, student status, ancestry or any other legally protected status.

Position Applying For _____			
First Name _____	Last Name _____		
Address _____	City _____	State _____	Zip Code _____
Telephone number _____	Alternate Telephone Number _____		
E-mail Address _____			

Are you 18 years of age or older? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with us before? Yes No

On what date would you be available for work? _____

Are you available to work Full-time Part-time

Are you currently on "lay-off status and subject to recall? Yes No

Have you been convicted of a felony within the last seven years?
A conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking Yes No

If yes, please explain _____

Do you have the legal right to work in America? Yes No

Are you currently under arrest or do you have any pending criminal charges? Yes No

If yes, please explain _____

Employment Experience

Start with your present or most recent job. You may attach additional pages or a resume as needed.

Employer _____	Work Performed / Duties Accomplishments
Start Date _____ End Date _____	
Hours per week _____	
Job Title _____	
Address _____	
Supervisor _____	
Telephone Number _____	
Reason for Leaving _____	

Employer _____	Work Performed / Duties Accomplishments
Start Date _____ End Date _____	
Hours per week _____	
Job Title _____	
Address _____	
Supervisor _____	
Telephone Number _____	
Reason for Leaving _____	

Employer _____	Work Performed / Duties Accomplishments
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Employer _____	Work Performed / Duties Accomplishments
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Hours per week _____	
Job Title _____	
Address _____	
Supervisor _____	
Telephone Number _____	
Reason for Leaving _____	

We may contact the employers listed above unless you indicate those that you do not wish us to contact.	Employer:
	Reason:

Special Skills and Qualifications

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

Indicate all languages you can speak, read and / or write

	Fluent	Well	Fair
Speak			
Read			
Write			

Education and Training

Name / Location	Did you Graduate?	Course of Study
High School _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Technical _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Describe any education or specialized training you have had which is not covered above, such as on-line courses, apprenticeships, service schools, or in-service training which you feel is relevant to the position for which you are applying:

List any organizations to which you belong, volunteer experience, and / or any honors or awards you have received that you regard as relevant to the position for which you are applying:

(You may exclude memberships which would reveal sex, race, religion, national origin, age ancestry or handicap or other protected status)

References

Please provide at least two professional references.

Name _____ Relationship _____
Address _____ Phone _____
E-mail _____

Name _____ Relationship _____
Address _____ Phone _____
E-mail _____

Name _____ Relationship _____
Address _____ Phone _____
E-mail _____

Name _____ Relationship _____
Address _____ Phone _____
E-mail _____

Applicant's Statement

I certify that the answers given on this application are true and complete to the best of my knowledge and understand that as an employee I may be subject to dismissal for falsifying the employment application form. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract. I also understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. If accepted for employment, I agree to abide by all the rules and regulations of the employer.

Signature of Applicant: _____ Date: _____