

Muscatine's Center for Social Action

Application for Employment

Date: _____

All prospective employees will receive consideration without discrimination because of race, religion, creed, color, gender, disability, age, and nationality, marital or veteran status, or any other legally protected status. We are an equal opportunity employer.

Last Name	First	Middle	Home Phone()
Street Address			Business Phone()
City, State, Zip			Cell Phone:()
Position Desired/When will you be available to begin work?			Email Address:
Can you provide proof of citizenship or legal authority to work in the United States upon employment?			Social Security #
Are you 18 years of age or older?			Pay Expected

EDUCATION

Are you a high school graduate or equivalent? Yes No If not, last grade completed: _____

Names of educational institutions attended	Location	Degree/Major	Year Graduated

TRAINING AND SPECIAL SKILLS

List any special training (vocational school, short courses, special seminars, business schools, workshops, etc.) that you have completed and show dates of each.

Other Special Skills

Military Service

Date of Duty From: To: Type of Discharge _____

Membership in Professional and Civic Organizations or Community Involvement

Employment History/Work Reference

Give the four most recent jobs starting with your current employment. Please give an accurate, complete full-time and part-time employment record. We will be contacting employers to check your work history.

Company Name	Telephone ()	
Address	Starting Date	Ending Date
Supervisor's name, title, phone number	Starting Salary	Ending Salary
Job Title	Reason for leaving	
Full Time Part Time	Hours per week	
Description of duties and responsibilities		

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If interviewed, you may be asked to explain any gaps in employment.

Other name(s) under which employment may be verified

Alias, Maiden Name, etc.

Release of Information

I authorize the companies and/or persons named by me to give any information they have regarding me, whether or not it is in their records, to this company. I release said companies and/or persons from any liability whatsoever for furnishing this information. I further agree to release Muscatine's Center for Social Action from any liability whatsoever that may arise from relying on information provided by these companies and/or persons.

Applicant's Signature: _____ Date: _____

What was your previous address?	How long have you lived at your present address? _____mo.(s) _____yr.(s) How long had you lived at your at previous address? _____mo.(s) _____yr.(s)
Have you been convicted for an offense other than a traffic violation, including sex-related or child abuse related offenses? _____Yes _____No If "Yes" please explain	
Note any personal factors (health, family, etc.) that you feel should be considered in your employment.	
Are you fluent in any language other than English? Yes No (If yes, which languages?)	

The information provided in this Application for Employment is true, correct and complete.

I understand and agree that should any of the information supplied by me on this or other company records be found at any time to be untruthful, or if I am found to have omitted any matter from this or other company records, I may, without recourse, be immediately discharged.

I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.

I understand and agree that, if an offer of employment is made, I will voluntarily submit to a physical examination that includes a drug and/or alcohol screening. I further understand that my employment is contingent upon successfully passing the drug and/or alcohol screening test and being able to perform the essential functions of the position (without reasonable accommodation).

Date

Applicant's Signature