

EMPLOYMENT APPLICATION

Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Are you eligible to work in the United States? Yes No

(If “yes”, at time of hire, you will be asked to provide 2 forms of valid identification for validation purposes)

Have you been convicted of or pleaded non contest to a felony within the last 5 years? Yes No

If Yes, explain:

Availability

(Please give general availability. If no daily commitments, say “all”)

Days Available

Hours Available

Desired Wage

Sunday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

\$ _____ per hr

Available Start Date

Education

Indicate highest completed

Some High School

HS Graduate

Some College

College Graduate

Name and Address of Schools Attended, Diploma or Degree, and date graduated:

References

List 2 people who know you and your work. Do not list relatives or previous employers

Name/Title	Occupation	Email Address	Phone #
1. _____			
2. _____			

Employment History

List most recent Positions first

Employer: _____ Phone: _____
Address: _____ May we contact? Yes No
Supervisor: _____ Start Pay: _____ End Pay: _____
Job Duties _____
Employment Dates: _____ to _____ Reason for leaving: _____

Employer: _____ Phone: _____
Address: _____ May we contact? Yes No
Supervisor: _____ Start Pay: _____ End Pay: _____
Job Duties _____
Employment Dates: _____ to _____ Reason for leaving: _____

Employer: _____ Phone: _____
Address: _____ May we contact? Yes No
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Job Duties _____
Employment Dates: _____ to _____ Reason for leaving: _____

Please read, sign, and date

1. I certify that all answers contained in this application are true and correct to the best of my knowledge.
2. I understand that any false statement or willful omissions may be cause for rejection of my application or if employed, amount to sufficient grounds for dismissal without further notice.
3. I authorize release of employment, salary, education, and other records to The Leadership Center for the purpose of checking my references and verifying my employment and educational history.
4. In consideration of my employment, I agree to conform to the rules and regulations of The Leadership Center. If employed, my employment and compensation may be terminated, with or without cause, and with or without notice, at any time, at the option of either The Leadership Center or myself.
5. The Leadership Center is a Drug Free workplace and I agree to submit a physical examination and, or drug screen as requested by The Leadership Center. I understand my initial and continued employment is contingent upon my meeting such medical standards as The Leadership Center may then have in effect
6. I will supply The Leadership Center with 2 (two) forms of identification as required by Federal Laws. These 2(two) forms of identification must be provided as a condition of employment. Failure to produce these documents will be grounds for immediate termination.

Applicants Signature: _____

Date: _____

The Leadership Center is an Equal Opportunity Employer

Applicants will be selected solely on qualifications without regard to age, sex, race, color, religion, national origin, disability or any other legally protected status required by law