

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information. When you have completed this form and delivered it to us electronically or by hard copy, it becomes an open record available for public inspection pursuant to CRS §24-72-202(4.5).

Job Applied for _____ Today's Date _____
 Are you seeking: Full-time Part-time Temporary Employment? When could you start work? _____

 Last Name First Name Middle Name Telephone Number

 Present Street Address City State Zip Code

Are you 18 years of age or older? Yes No

(If you are hired, you may be required to submit proof of age.)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

If employed, do you expect to be engaged in any additional business or employment outside of our job? Yes No

If **yes**, give details _____

CRIMINAL HISTORY: Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers may be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you currently under charges for a criminal offense?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you ever forfeited bond or collateral in connection with a criminal offense?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Within the last ten years, have you been fired from any job for any reason?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Within the last ten years, have you quit a job after being notified that you would be fired?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you ever been professionally disciplined in any state? Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you subject to any visa or immigration status, which would prevent lawful employment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

Do you have a valid driver's license? Yes No
 Driver's License Number _____ Class of License _____ State Licensed In _____
 Have you had your driver's license suspended or revoked in the last 3 years? Yes No
 If yes, give details: _____

EDUCATION:

	Name of School	Number of Years Completed	Diploma/Degree/Certificate	Subjects Studied
High School or GED: _____				
College or University: _____				
Vocational or Technical: _____				
What skills or additional training do you have that relate to the job for which you are applying? _____				
What machines or equipment can you operate that relate to the job for which you are applying? _____				
List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information or other protected status.) _____				

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS		DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE		PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	REASON FOR LEAVING	
MAY WE CONTACT FOR REFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/> LATER <input type="checkbox"/>	WHAT DID YOU LIKE MOST ABOUT YOUR POSITION?		
WHAT DID YOU LIKE LEAST ABOUT YOUR POSITION?			

NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS		DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE		PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	REASON FOR LEAVING	
MAY WE CONTACT FOR REFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/> LATER <input type="checkbox"/>	WHAT DID YOU LIKE MOST ABOUT YOUR POSITION?		
WHAT DID YOU LIKE LEAST ABOUT YOUR POSITION?			

NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS		DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE		PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	REASON FOR LEAVING	
MAY WE CONTACT FOR REFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/> LATER <input type="checkbox"/>	WHAT DID YOU LIKE MOST ABOUT YOUR POSITION?		
WHAT DID YOU LIKE LEAST ABOUT YOUR POSITION?			

Have you worked or attended school under any other names:..... Yes No
 If yes, give names: _____

REFERENCES: Give three professional references below.

Name and Title	Relationship and Email	Phone

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.
 I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing, authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeing, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.
 I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.
 I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.
 If I am hired, I understand that I am free to resign at any time, with or without cause and with our without prior notice, and the employer reserves the same right to terminate my employment at any time, with our without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.
 I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the Unites States and that federal immigration laws require me to complete an I-9 Form in this regard.
 I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.
 I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature: _____ Date: _____