

**COMMISSION ON ECONOMIC OPPORTUNITY**

**APPLICATION FOR EMPLOYMENT  
An Equal Opportunity Employer**

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be 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. 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.

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.)

Social Security # \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the U.S.? Yes  No

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

Have you ever been convicted of a crime that was or is a felony or a misdemeanor?  
Yes  No

If Yes, give details \_\_\_\_\_  
(A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date of the offense, job for which you are applying and other factors are also considered.)

Do you have any relative(s) presently employed by the CEO? Yes  No

If so, specify name \_\_\_\_\_ Relationship: \_\_\_\_\_  
Are you now or do you expect to be engaged in any other business or employment? Yes  No   
If yes, please explain \_\_\_\_\_

<b>EDUCATION</b>		
<b>List Name and Address of Schools</b> High School or GED: _____ _____ _____	Number of years completed	Diploma/Degree/ Certificate
College or University: _____ _____ _____		
Subjects Studied: _____ _____		
Vocational or Technical: _____ _____		
Subjects Studied: _____ _____		

### SPECIAL SKILLS

What skills, additional training or special knowledge do you have that are related to the job for which you are applying? \_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying?  
\_\_\_\_\_

Answer only for jobs that require driving:

Do you have a car available for you to use? Yes  No

Do you have a valid driver's license? Yes  No

Driver's License Number: \_\_\_\_\_  
Class of License: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Do you have automobile insurance coverage? Yes  No

Have you had your driver's license suspended or revoked in the last 3 years? Yes  No

If yes, give details \_\_\_\_\_

List professional, trade, business or civic activities and explain your role in each.  
(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)

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Do you ever supervise groups? Yes  No   
If yes, identify what groups and your role in each.

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### WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **PLEASE GIVE MONTH AND YEAR.**

Name of Employer	Supervisor
Address	Employed
City, State, Zip Code	From (mo/yr) / To (mo/yr) /
Telephone	Pay
Title	Start \$ Final \$
Duties:	Reason for Leaving
Name of Employer	Supervisor
Address	Employed
City, State, Zip Code	From (mo/yr) / To (mo/yr) /
Telephone	Pay
Title	Start \$ Final \$
Duties:	Reason for Leaving

Name of Employer Address City, State, Zip Code Telephone Title Duties:	Supervisor
	Employed From (mo/yr)      /              To (mo/yr)      /
	Pay Start \$                              Final \$
	Reason for Leaving
Name of Employer Address City, State, Zip Code Telephone Title Duties:	Supervisor
	Employed From (mo/yr)      /              To (mo/yr)      /
	Pay Start \$                              Final \$
	Reason for Leaving

**REFERENCES**

Have you worked or attended school under any other names?    Yes               No

    If yes, give names: \_\_\_\_\_

Are you presently employed?                              Yes               No

    If yes, whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign?              Yes               No

    If yes, please explain: \_\_\_\_\_

Give three references, not relatives or former employers.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**AFFIDAVIT and AUTHORIZATION**

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the Commission on Economic Opportunity (CEO) may request a consumer report from a consumer reporting agency. This report may include information as to my character, creditworthiness, general reputation, personal characteristics and mode of living. CEO may also request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, general reputation, personal characteristics or mode of living obtained from interviews with neighbors, friends, former employers, schools and others. In the case of investigative consumer reports, I understand that I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I understand that CEO conducts criminal background checks as part of the application process and I authorize CEO to request and obtain such information. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I also authorize CEO to request and obtain consumer reports and investigative consumer reports at the time of my application for employment and while I am employed with CEO.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.**

**I have read, understand and by my signature consent to these statements.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_