



EMPLOYMENT APPLICATION

I. Personal Information

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Driver's License State/Number: _____ Email address: _____

- If hired, can you provide proof that you are legally able to work in the United States?
Yes___ No___
- How were you referred to us?
Advertisement ___ Referral ___ Walk-In ___ Other _____
- Have you ever been convicted of a criminal offense (felony or misdemeanor)? *Note: An affirmative answer will not necessarily result in disqualification for employment:*
Yes___ No___

If yes, please state nature of offense(s), date(s), city, state and disposition of the offense:

Do you have a valid driver's license? ___No ___Yes

License No. _____ Type _____

Expiration Date _____ State _____

Do you have any limitations when operating a motor vehicle? ___No ___Yes

Describe _____

Has your driver's license/privilege ever been revoked/suspended? ___No ___Yes – Describe reasons (s), dates(s) location(s) _____

Please explain _____

II. Employment

- Position Desired: _____ Full-Time _____
- Salary Desired: _____
- What days and hours are you available for work?

- Are you willing to work a flexible schedule? Yes___ No___
- Are you over 18 years of age?
Yes___ No___
- When are you available to begin work? _____
- Are you able to perform the essential functions of the job for which you are applying? *Note: We comply with the Americans with Disabilities Act and will consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions:*
Yes___ No___

Accommodations Requested:

III. Skills:

- Do you speak, write, or understand any language other than English?
Yes___ No___
If yes, which language and with what proficiency? _____
- Are you able to operate a personal computer?
Yes___ No___
If yes, what types of computer software do you have proficiency in?

- List any other office machines you can operate:

- What knowledge, special skills and/or individual capabilities do you have which especially prepare you for the position applied for?

IV. Education:

- High School or Trade School
Name & City of School: _____
Number of Years Completed: _____
Did you graduate?
Yes___ No___
Degree(s) or Diploma(s): _____
Major Field(s) of Study: _____

▪ College or University

Name & City of School: _____

Number of Years Completed: _____

Did you graduate?

Yes___ No___

Degree(s) or Diploma(s): _____

Major Field(s) of Study: _____

▪ College or University

Name & City of School: _____

Number of Years Completed: _____

Did you graduate?

Yes___ No___

Degree(s) or Diploma(s): _____

Major Field(s) of Study: _____

Do you have a professional registration, license or certification? ___Yes ___No

Number of registration, license, or certification, if applicable: _____ State _____

Expiration Date _____

CPSS Certification Training (40 hour): ___Yes___No Training/Agency Location _____

V. Employment History

Please account for all employment within the last ten (10) years, beginning with your current or most recent employer.

▪ **Position Held:** _____

Company Name: _____

Company Address: _____

Company Telephone Number: (__) _____

Dates Employed: From: _____ To: _____

Salary: _____

Job Title: _____

Hours and Days Worked: _____

Supervisor Name: _____

Supervisor Contact Phone Number: _____

Is this your current employer?

Yes___ No___

May we contact this employer?

Yes___ No___

Specific Job Duties:

Reason for Leaving:

- **Position Held:** _____
Company Name: _____
Company Address: _____
Company Telephone Number: () _____
Dates Employed: From: _____ To: _____
Salary: _____
Job Title: _____
Hours and Days Worked: _____
Supervisor Name: _____
Supervisor Contact Phone Number: _____
May we contact this employer?
Yes___ No___
Specific Job Duties:

Reason for Leaving:

- **Position Held:** _____
Company Name: _____
Company Address: _____
Company Telephone Number: () _____
Dates Employed: From: _____ To: _____
Salary: _____
Job Title: _____
Hours and Days Worked: _____
Supervisor Name: _____
Supervisor Contact Phone Number: _____
May we contact this employer?
Yes___ No___
Specific Job Duties:

Reason for Leaving:

VI. Military Service

- Have you obtained any special skills or abilities as the result of services in the military?
Yes___ No___
If yes, please describe:

VII. Personal References

Please list at least three (3) persons NOT related to you who have known you for at least two (2) years.

- **Name of Reference #1:** _____
- Address: _____
- Telephone Number: (____) _____
- Relationship with reference: _____
- Best time to contact: ____ a.m./ ____ p.m.
- **Name of Reference #2:** _____
- Address: _____
- Telephone Number: (____) _____
- Relationship with reference: _____
- Best time to contact: ____ a.m./ ____ p.m.
- **Name of Reference #3:** _____
- Address: _____
- Telephone Number: (____) _____
- Relationship with reference: _____
- Best time to contact: ____ a.m./ ____ p.m.

~Please add a statement of why you want to work for Promise Resource Network in the position for which you are applying~

APPLICANT'S STATEMENT

(Initial each numbered item as read)

1. _____ The information that I have provided on this application is accurate to the best of my knowledge and may be verified by PROMISE RESOURCE NETWORK or its agents.
2. _____ I authorize all the schools, persons and organizations named in this application to provide any relevant information in their possession or knowledge to the agents of PROMISE RESOURCE NETWORK, for use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release PROMISE RESOURCE NETWORK, my former employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.
3. _____ I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.
4. _____ I understand and agree that the employment for which I am applying for is at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or PROMISE RESOURCE NETWORK. There will be no agreement, express or implied between PROMISE RESOURCE NETWORK and me for any specific period of employment, nor for continuing or long term employment, unless made in writing, signed by an authorized representative of PROMISE RESOURCE NETWORK.
5. _____ I understand that this employer participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
6. _____ I understand that **if** I have the “Legal Right to Work” in the U.S. there are laws to protect me against discrimination in the workplace. No employer can deny me a job or fire me because of my national origin. Further, unless mandated by law or government contract, this employer cannot require me to be a U.S. citizen or permanent resident or refuse legal documents if I have the legal right to work in the U.S.
7. _____ I have placed my signature in the space provided below only after I have completed the entire application to the best of my ability and have carefully read the statements above.

Applicant Name: _____

Applicant Signature: _____

Date: _____