



Employment Application

Application Date: _____

Interview Date: _____

General Information

Last Name _____ First Name _____ Initial _____ Social Security No. _____

Address _____ City, State, Zip _____

Home Telephone Number _____ Cellphone Number _____

Position Applied For _____ Salary Desired _____ Date You Can Start _____

Hours Available _____

If hired, will you be able to work overtime?

FULLTIME PARTIME TEMPORARY PERMANENT

YES NO

Are you able to perform the essential job functions of the position you are applying with or without reasonable accommodations? YES NO

Have you ever applied for employment at WJCUD in the past?

YES NO If yes, Date? _____

Are you at least 18 years of age?

If under 18, do you have a work permit?

Are you related to anyone that currently/previously works at WJCUD? YES NO If yes,

YES NO

YES NO

Who? _____

Title? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? A yes response does not automatically disqualify your application. YES NO If yes, please explain below.

Education Information

High School _____ Address _____ Degree, Diploma, License or Certificate (List type and date) _____

Trade/Vocational/Technical/Other _____ Address _____ Major Studies _____ Degree, Diploma, License or Certificate (List type and date) _____

College/university _____ Address _____ Major Studies _____ Degree, Diploma, License or Certificate (List type and date) _____

College/university _____ Address _____ Major Studies _____ Degree, Diploma, License or Certificate (List type and date) _____

Graduate _____ Address _____ Major Studies _____ Degree, Diploma, License or Certificate (List type and date) _____

Other Special Knowledge, Skills, and Qualifications (list any utility, construction, or manufacturing equipment, office skills, technical equipment or training)

Military Service (list dates, ranks and training)

For Clerical Applicants Only:

Do you type? NO YES: _____ WORDS PER MINUTE

Computer Skills (hardware/software)



Employment History

List all employers, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

Most Recent Employer Is this your current employer? NO YES May we contact this employer for references? NO YES

Job Title	Employed From	Employed To	Starting Salary	Ending Salary
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Employer Name	Employer Address	Supervisor's Name	Supervisor's Phone
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Job Duties and Responsibilities

Reason for Leaving

Next Most Recent Employer May we contact this employer for references? NO YES

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Job Duties and Responsibilities

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Job Duties and Responsibilities

Reason for Leaving



Other Information (optional)

Volunteer Activities (list organization, type of service, dates), Hobbies, Interests

References (required): List below three persons not related to you, whom you have known at least one year.

Name Position Address Phone # Years Acquainted

Name Position Address Phone # Years Acquainted

Name Position Address Phone # Years Acquainted

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, or national origin.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature _____ Date _____