

Good Neighbor Society

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____ / ____ / ____

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone #(____) _____ Cell phone/Other# (____) _____ E-mail Address _____

Have you ever been employed here before? If yes, give dates and positions Yes No _____

Do you have an immediate family member that works in the department that you are applying for? Yes No

Referral Source (How did you hear about us?) _____

Are you legally eligible for employment in this country? Yes No

Date available for work..... ____ / ____ / ____ What is your desired salary range\$ _____

Type of employment desired: Full-Time Part-Time Temporary /PRN

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

Yes No Need more information about the job's "essential functions" to respond

This question is not designated to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime..... Yes No

If yes, please provide date(s) and details: _____

Employment History

Starting with your most recent employer, provide the following information.

Employer _____	Telephone # _____	Dates of employment ____ / ____ to ____ / ____
Street address _____	City _____	State _____
Starting job title/Final job title _____	Supervisor/Title _____	Hourly rate \$ _____ /Hr.
Why did you leave? _____	Job responsibilities _____	<input type="checkbox"/> Yes <input type="checkbox"/> No May we contact for reference?

Employer _____	Telephone # _____	Dates of employment ____ / ____ to ____ / ____
Street address _____	City _____	State _____
Starting job title/Final job title _____	Supervisor/Title _____	Hourly rate \$ _____ /Hr.
Why did you leave? _____	Job responsibilities _____	<input type="checkbox"/> Yes <input type="checkbox"/> No May we contact for reference?

Employer _____	Telephone # _____	Dates of employment ____ / ____ to ____ / ____
Street address _____	City _____	State _____
Starting job title/Final job title _____	Supervisor/Title _____	Hourly rate \$ _____ /Hr.
Why did you leave? _____	Job responsibilities _____	<input type="checkbox"/> Yes <input type="checkbox"/> No May we contact for reference?

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Educational Background

Starting with your most recent school attended, provide the following information.

School (Include City & State)	Years	Completed	GPA	Major/Minor

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Title	Relationship to you	Telephone	Number of Years Known
			()	
			()	
			()	

Applicant Statement

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 or employees to contact with 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, employees or representatives, for seeking, 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 or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or 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 administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

The Good Neighbor Society does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The Good Neighbor Society likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The Good Neighbor Society takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

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 any 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 of Applicant _____ Date _____

AN EQUAL OPPORTUNITY EMPLOYER

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to complete an EEO-1 report each year. Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment.

Name: _____

Position Applying For: _____

GENDER:

(Please check one of the options below)

_____ Male

_____ Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

___ **Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

___ **White (Not Hispanic or Latino)** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

___ **Black or African American (Not Hispanic or Latino)** A person having origins in any of the black racial groups of Africa.

___ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

___ **Asian (Not Hispanic or Latino)** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

___ **American Indian or Alaska Native (Not Hispanic or Latino)** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

___ **Two or More Races (Not Hispanic or Latino)** All persons who identify with more than one of the above five races.

Date completed: _____

PLEASE RETURN FORM WITH APPLICATION

Thank you for your participation.