



## APPLICATION FOR EMPLOYMENT

We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will help us potentially place you in a position that meets your objectives and those of the organization. Qualified applicants are considered for all positions without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital or veteran status, sexual orientation, gender identity, or the presence of a non-job related medical condition or disability (mental or physical).

***To be considered, this employment application must be complete, accurate, and legible. All applicable areas/spaces MUST be filled out; and please do not write “refer to resume,” “please see resume,” or “reference to attached documentation”.***

### PLEASE PRINT

Position for which you are applying: \_\_\_\_\_

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

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<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Maiden Name</i>
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<i>Street Address</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>
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<i>Telephone Number(s):</i>	<i>E-mail Address:</i>	<i>Social Security Number</i>
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Are you legally eligible for employment in the United States?  Yes  No

*(Proof of citizenship/immigration status and identity is required upon hire).*

Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired salary range: \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired:  Full Time  Part Time  Temporary  Volunteer

Do you have reliable transportation?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

Have you been convicted of or received a sentence for a crime other than a minor traffic violation? (*Conviction will not necessarily disqualify an applicant from employment.*)  Yes  No

If “yes”, please explain:

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Are you currently employed?  Yes  No

Are you currently on a lay-off status and subject to recall?  Yes  No

Have you ever been discharged or requested to resign?  Yes  No

If “yes”, please explain:

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## EDUCATION

Name and Location	Number of Years Completed	Course of Study Major/Degree
High School		
Vocational/Technical College		
Undergraduate College		
Graduate/Professional		

**Skills and Qualifications**

Summarize training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience (include job-related military training).

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**Foreign Languages**

Which foreign languages (if any) do you speak, read and/or write?

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**List Professional, trade, business or civic activities and offices held.**

(You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, or disability or other legally protected status.)

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**REFERENCES**

Name	Address	Telephone	Type	Number of Years Known
			<input type="checkbox"/> Professional <input type="checkbox"/> Personal	
			<input type="checkbox"/> Professional <input type="checkbox"/> Personal	
			<input type="checkbox"/> Professional <input type="checkbox"/> Personal	
			<input type="checkbox"/> Professional <input type="checkbox"/> Personal	

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude memberships, which would reveal gender, race, religion, creed, national origin, age, ancestry, disability, or other legally protected status.

Employer	May we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address	Telephone
Immediate Supervisor and Title	Starting Job Title: Final Job Title:
Summarize the nature of work performed and job responsibilities. <hr/> <hr/> <hr/>	
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination

**EMPLOYMENT EXPERIENCE (Continued)**

Employer	May we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address	Telephone
Immediate Supervisor and Title	Starting Job Title: Final Job Title:
Summarize the nature of work performed and job responsibilities. <hr/> <hr/> <hr/>	
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination

Employer	May we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address	Telephone
Immediate Supervisor and Title	Starting Job Title: Final Job Title:
Summarize the nature of work performed and job responsibilities. <hr/> <hr/> <hr/>	
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination

**EMPLOYMENT EXPERIENCE (Continued)**

Employer	May we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address	Telephone
Immediate Supervisor and Title	Starting Job Title  Final Job Title
Summarize the nature of work performed and job responsibilities. <hr/> <hr/> <hr/> <hr/>	
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination

Employer	May we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Address	Telephone
Immediate Supervisor and Title	Starting Job Title: Final Job Title:
Summarize the nature of work performed and job responsibilities. <hr/> <hr/> <hr/> <hr/>	
Hourly rate/salary: Start \$ _____ Per _____ Final \$ _____ Per _____	Reason for Leaving: _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Termination

**MINIMUM QUALIFICATIONS**

For each position that you have applied for please describe how you meet each of the minimum qualifications based on the job description or job posting.

First position applied for: \_\_\_\_\_

Describe how you meet the minimum qualifications for this position.

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Second position applied for: \_\_\_\_\_

Describe how you meet the minimum qualifications for this position.

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**PRE-EMPLOYMENT QUESTIONNAIRE**

- 1. Can you travel if the job requires it?       Yes     No
  
- 2. Have you been convicted of or received a sentence for a crime other than a minor traffic violation?  Yes    No (*Conviction will not necessarily disqualify an applicant from employment.*)

If “yes”, give date(s): \_\_\_\_\_

Location(s): \_\_\_\_\_

Type(s) of crime(s): \_\_\_\_\_

- 3. Are you currently on a lay-off status and subject to recall?       Yes     No
  
- 4. Are you employed now?       Yes     No
  
- 5. May we contact your present employer?       Yes     No
  
- 6. Have you ever been discharged or requested to resign?       Yes     No

If yes, please explain:

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**APPLICANT'S STATEMENT**

I certify that answers given therein are true and complete to the best of my knowledge.

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) cancel further consideration of this application or, (II) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representative, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and education 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, representative, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

This application for employment shall be considered active for a period of time not to exceed six (6) months. 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 to reapply and fill out a new application.

I also agree to undergo additional testing, including a background screen and/or physical, whenever requested, if I should be asked to do so. I understand that the test results will be considered by the management in deciding whether or not to hire me, or may result in my dismissal without notice of hire.

If I am hired, I understand that I am free to resign at any time, with or without reason and without proper notice, and the employer reserves the same right to terminate my employment at any time, with or without reason and without proper 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 expressed language are valid unless they are in writing and signed by the Executive Director.

I agree to be employed on a 180 calendar days introductory period, and that I may be dismissed at anytime during this period at the discretion of the employer without showing reason.

I understand that employment at this agency is "at-will" and it includes no guarantee, contract or promise of employment for any specific length of time.

**(DO NOT SIGN UNTIL YOU HAVE READ THE PREVIOUS APPLICANT STATEMENT.)**

*I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.*

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**A Summary of Your Rights  
Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer-reporting agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy—to creditor, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

**Authorization to Obtain Consumer Credit Report**

I have been notified that the Early Learning Coalition of Pasco and Hernando Counties, Inc. would like to obtain my consumer credit report in connection with my application for employment. I authorize the Early Learning Coalition of Pasco and Hernando Counties, Inc. to obtain such a report and release the Early Learning Coalition of Pasco and Hernando Counties, Inc. from any liability connected with obtaining such a report.

\_\_\_\_\_  
Applicant’s Name (Print)

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date