



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you presently employed? YES NO If yes, may we contact your present employer? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Do you have any relatives that work here? YES NO If yes, who? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list (3) **professional references** who are not related to you whom you have known at least 1 year.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Other Experience (not previously listed that relates to position you are applying for)

Employer: _____ Phone: (____) _____

From: _____ To: _____ Supervisor: _____

Duties or Tasks Performed:

Drug Free Workplace

I understand that Panhandle Community Services intends to maintain a drug free workplace for the health and safety of its employees and others, in accordance with Federal and/or state laws. To this end, I voluntarily consent and agree to participate in and cooperate with this program to the extent requested by Panhandle Community Services. I further understand and agree that I may be required by Panhandle Community Services to undergo and successfully complete testing for alcohol and controlled substances as a condition for initial employment with Panhandle Community Services and if employed, whenever requested by Panhandle Community Services.

Applicant's Agreement and Certification

I certify that the information given by me in connection with this application is true and complete in all respects. I further agree that if employed and it is determined that false or incomplete information is given in any way, at any time, I may then be subject to dismissal without notice. I authorize the use of any information in this application to enable Panhandle Community Services to verify my statements, and I authorize past employers, all references and any other persons to answer all questions asked by Panhandle Community Services concerning my ability and employment record. I understand that background checks may include any law enforcement records. I release all such entities from any liability and damages relating to having furnished such information, and I release Panhandle Community Services from any liability and damages arising out of its use of and/or reliance on such information.

I ALSO UNDERSTAND AND AGREE WITH:

Employee At Will

- (a) This application is not an offer of employment and nothing contained in this application, employee handbook, policy manual, or any other Panhandle Community Services correspondence or document, or in granting an interview is intended to create a contract between Panhandle Community Services and me for either employment or the provision of any benefit;
- (b) No promises regarding employment have been made to me, and I understand that no such promises or guarantees are binding on Panhandle Community Services unless made in writing and signed by its Executive Director or designee, and no manager, supervisor, or representative of Panhandle Community Services, except the Executive Director or designee, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing;
- (c) If employed, I understand and agree that my employment is "at will" and for no definite period and that, regardless of the time and manner of payment of my wages or salary, my employment and compensation may be terminated at any time, at the option of either Panhandle Community Services or myself, with or without cause and/or with or without any previous notice;
- (d) I further understand that any offer of employment is conditioned on my being able to perform the essential functions of the position desired with any appropriate reasonable accommodation;

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____