



## 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: \_\_\_\_\_