



# 1159 South Community Development Corporation

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Cell Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Hours Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO Do not report convictions that have been sealed or expunged.

If yes, identify the nature and dates of the conviction(s) and explain. Nature and date  
A conviction will not necessarily disqualify you for employment. Rather, such factors as the nature of the job, nature and gravity of the criminal offense or conduct, date of conviction, and mitigation will be considered.  
\_\_\_\_\_  
\_\_\_\_\_

### Education and Professional Certificates / Licenses

High School: \_\_\_\_\_  
*City / State*

Did you graduate? YES NO If you did not graduate, did you obtain a GED? YES

College: \_\_\_\_\_  
*City / State*

Did you graduate? YES NO Degree: \_\_\_\_\_

Professional or Trade School: \_\_\_\_\_  
*City / State*

Did you graduate? YES NO Diploma: \_\_\_\_\_

Current Professional Licenses / Certificates: \_\_\_\_\_

## Identify Job-Related Skills You Have

(Be specific – examples, have remodeled 5 houses in past 5 years, painted 4 houses last year, etc.)

## Present and Previous Employment

*To describe additional work experience, attach the following information for each position.*

Present or Most Recent Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving or Wanting to Leave: \_\_\_\_\_  
YES NO  
May we contact the named supervisor for a reference?

Former Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference?

Former Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference?

## Explain Any Gaps in Work History

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Gap: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Gap: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Gap: \_\_\_\_\_

**Explanations**

Have you ever been discharged or asked to resign from a job?      YES       NO

If yes, please explain:

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**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Disclaimer, Agreement and Signature**

**APPLICANT'S CERTIFICATION AND AGREEMENT**

*I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize 1159 South Community Development Corporation to verify their accuracy and to obtain reference information on my work performance. I hereby release 1159 South Community Development Corporation from any/all liability of whatever kind and nature which, at any time, could result from obtaining and basing an employment decision on such information.*

*I understand that falsified statements of any kind or omissions of facts called for on this application may result in disqualification for consideration for employment or, if already employed, grounds for immediate dismissal.*

*I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules, and regulations of employment of 1159 South Community Development Corporation. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered would be for an indefinite duration and at will and that either I or 1159 South Community Development Corporation would be able to terminate my employment at any time with or without notice or cause.*

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

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