# 

# Application for Employment

Candidate's Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Address: Click or tap here to enter text.

Telephone Number:Click or tap here to enter text. Email address: Click or tap here to enter text.

Are you 18 years of age or older?

Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

Yes No

Have you ever worked or attended school under another name? If so, under what name?

Click or tap here to enter text.

Have you ever been terminated from employment or asked to resign by an employer? Yes No **If yes**, please provide company names and details Click or tap here to enter text.

Do you prefer: Full-time Part-time If part-time, hours per week desired: Click or tap here to enter text.

Hours you are available to work: Click or tap here to enter text.

Days of week you are available to work: Click or tap here to enter text.

Are you able to work: Weekends

Holidays

Nights

Overtime

How did you learn about this opening? Click or tap here to enter text.

Do you know anyone who works for our company? Yes No

If yes, who? Click or tap here to enter text.

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 previously worked for our organization? Yes  No

Dates of employment: from Click or tap here to enter text. to Click or tap here to enter text.

Reason(s) for leaving: Click or tap here to enter text.

Former supervisor(s) at this company: Click or tap here to enter text.

### Education

|  |  |  |
| --- | --- | --- |
| High School: | Graduated?  Yes No | Course of Study:  Click or tap here to enter text. |
| Technical School: | Graduated?  Yes  No | Course of Study:  Click or tap here to enter text. |
| College/University: | Graduated?  Yes  No | Course of Study:  Click or tap here to enter text. |
| Post-Graduate Education: | Graduated?  Yes  No | Course of Study:  Click or tap here to enter text. |
| Other education, training or special skills:  Click or tap here to enter text. | | |

**Other**

To help us build a strong and diverse team at the PRC, please list your Meyers Briggs personality type here (free test available at <https://16types.bz>): Click or tap here to enter text.

Are you experienced in using personal computers/devices?  Yes No

If yes, please check all that apply:  PC  Mac  Chromebook  iPad  iPod

Other devices: Click or tap here to enter text.

Are you able to use Microsoft Office? What other digital applications can you use?

Click or tap here to enter text.

### Work Experience

|  |  |  |  |
| --- | --- | --- | --- |
| Please list at least the last three positions, beginning with the most recent. If you need more room, you may attach another sheet of paper. | | | |
| Employer: Click or tap here to enter text. | | Address: Click or tap here to enter text. | |
| From Enter a date. To Enter a date. | Position Held: Click or tap here to enter text. | | Reason for Leaving:  Click or tap here to enter text. |
| Supervisor's Name & Title: Click or tap here to enter text. | | | May we contact?  Yes  No |
| Description of Duties: Click or tap here to enter text. | | | |
| Employer: Click or tap here to enter text. | | Address: Click or tap here to enter text. | |
| From Enter a date. To Enter a date. | Position Held: Click or tap here to enter text. | | Reason for Leaving:  Click or tap here to enter text. |
| Supervisor's Name & Title: Click or tap here to enter text. | | | May we contact?  Yes  No |
| Description of Duties: Click or tap here to enter text. | | | |
| Employer: Click or tap here to enter text. | | Address: Click or tap here to enter text. | |
| FromEnter a date. To Enter a date. | Position Held: Click or tap here to enter text. | | Reason for Leaving: Click or tap here to enter text. |
| Supervisor's Name & Title: Click or tap here to enter text. | | | May we contact?  Yes  No |
| Description of Duties: Click or tap here to enter text. | | | |

**References**

Identify three persons who know your work, beginning with the most recent.

Name: Click or tap here to enter text. Phone Number: Click or tap here to enter text. Email: Click or tap here to enter text.

Address: Click or tap here to enter text. City, State, Zip: Click or tap here to enter text.

Position or Title: Click or tap here to enter text. Years Known: Click or tap here to enter text.

Name: Click or tap here to enter text. Phone Number: Click or tap here to enter text. Email: Click or tap here to enter text.

Address: Click or tap here to enter text. City, State, Zip: Click or tap here to enter text.

Position or Title: Click or tap here to enter text. Years Known: Click or tap here to enter text.

Name: Click or tap here to enter text. Phone Number: Click or tap here to enter text. Email: Click or tap here to enter text.

Address: Click or tap here to enter text. City, State, Zip: Click or tap here to enter text.

Position or Title: Click or tap here to enter text. Years Known: Click or tap here to enter text.

### Authorization and Acknowledgements

The Nonnie Hood PRC is an equal opportunity employer and does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Nonnie Hood PRC to hire me. If I am hired, I understand that either the Nonnie Hood PRC or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Nonnie Hood PRC has the authority to make any assurance to the contrary.

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate's Signature Date

**Please sign and return completed application as indicated by job posting or, if not responding to a posting, submit in PDF format to** [**hire@nonniehoodprc.org**](mailto:hire@nonniehoodprc.org) **or deliver to**

**Nonnie Hood Parent Resource Center, 300 Civic Center Plaza, Corning NY 14830.**

Updated 10.5.2020