

**United Workforce Development Board, Inc.**

## **APPLICATION FOR EMPLOYMENT**

### **Equal Employment**

Career Link considers applicants for all positions without regard to an applicant's race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

**PLEASE PRINT ANSWERS TO ALL QUESTIONS AND COMPLETE ALL SPACES ON THIS APPLICATION EVEN IF SUBMITTING A RESUME.**

Position title applied for:

Wage expectation

Full Name (last, first, middle names)

Cell Phone:

Street Address

Email contact:

City, State, Zip Code

If currently employed, may we contact you at work?

**ES**

**NO**

Work telephone (     )

Amount of notice needed for current employer

Date available for work

## PERSONAL DATA

1. In case of an emergency, please contact:	Phone (circle one: cell / landline)
2. Have you ever been employed by Career Link? <input type="checkbox"/> YES <input type="checkbox"/> NO	Dates/Position(s) held
3. Do you have the legal right to live and work in the United States? (Proof of citizenship or immigration status will be required upon employment) <input type="checkbox"/> YES <input type="checkbox"/> NO	Check here if you are <u>under</u> 18 years of age <input type="checkbox"/>
4. Have you ever served in the armed forces? <input type="checkbox"/> YES <input type="checkbox"/> NO	Military Branch
5. List names of relatives employed by Career Link	

List three (3) references, **exclude relatives and previous employers**

Name	Address	Area Code and Phone

## EDUCATION

**CIRCLE LAST YEAR COMPLETED  
IF STILL IN SCHOOL ↓**

High School (Name, Address, Phone)	1	2	3	4	Class Standing-(check one)		
	Graduate: (check one)				Top 1/3	Middle 1/3	Low 1/3
	<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College, University, Vocational, or Business School (Name, Address, Phone)	1	2	3	4	List Degree received Major / Minor / GPA		
	Graduate: (check one)						
	<input type="checkbox"/> YES <input type="checkbox"/> NO						
College, University, Vocational, or Business School (Name, Address, Phone)	1	2	3	4	List Degree received Major / Minor / GPA		
	Graduate: (check one)						
	<input type="checkbox"/> YES <input type="checkbox"/> NO						

Positions held in campus societies or organizations, scholastic honors, scholarships, etc. (optional where such disclosure might reveal membership in a class protected by law, including age, race, sex, etc.)

If work or education is under a different name, indicate the name and what education or employer it references.

# EMPLOYMENT HISTORY

List all previous experience (including U.S. Military record and periods of unemployment), beginning with present position. Attach résumé, if necessary. If there were periods where you were self-employed or unemployed, list name and address of persons who can verify your activities during this period (s).

Employer	Address (City, State)	Phone
Date started	Starting position	
Date ended	Position upon leaving	
Name and title of supervisor	Reason for leaving	
Brief description of your responsibilities		

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**Additional Information:** Indicate any further information that may be relevant to your ability to perform in the position for which you have applied.

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**Equipment Experience:** List equipment you have operated as it relates to the position for which you have applied.

## EQUAL OPPORTUNITY SURVEY

In compliance with the Federal and State Equal Opportunity requirements, Career Link requests the following information for statistical purposes only. Completion of this form is voluntary and will be maintained separately from your application. Information provided will not be considered in any employment decisions.

**Position applied for:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sex:** Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_

**Disability** \_\_\_\_\_ **Veteran** \_\_\_\_\_ (check only if applicable)

Individuals requesting disability accommodations must contact the Human Resources Department prior to the start of the application process.

**Referral Source:**

Walk-in                       Friend/Relative                       High School Campus                       Radio  
 College Campus                       Career Link Employee                       Advertisement in:                       Other  
 Sent in Résumé                       Career Link Website                      \_\_\_\_\_

**Please specify the group to which you belong, identify with, or regard in the community as belonging. Only choose one (1) race/ethnic category.**

- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa,
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Indicate any foreign language you can speak, read and/or write			
	Fluent	Good	Fair
SPEAK			
READ			
WRITE			

www.careerlink16.com

### **CERTIFICATION**

By signing below, I certify that I have not withheld any information that might adversely affect my chances for employment with Career Link and that all information I have given is true and correct.

I understand that any omission or material misstatement on my application, résumé or other document submitted in support of my application, or during any pre-employment interview, shall be grounds for rejection of my application or, if I am employed by Career Link, for discipline up to and including immediate termination.

I understand that any offer of employment by Career Link may be contingent upon the results of a reference and background check, post offer physical, drug/alcohol test or other pre-employment testing.

Applicant's Printed name: \_\_\_\_\_

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

Today's Date: \_\_\_\_\_

### **AUTHORIZATION for Background and Reference Check**

I authorize Career Link to thoroughly investigate my references, work record, education, criminal conviction record and any other matters relevant to my suitability for employment. I also authorize my former employers to disclose to Career Link, or to anyone acting on behalf of Career Link, any and all of my employment records, including my disciplinary reports and letters of reprimand, without giving me notice of such disclosure. I hereby fully release and discharge Career Link, my former employers, their respective officers, employees and agents, and all other persons and entities from any and all claims, demands, and liabilities arising out of or in any way relating to such investigation or disclosure.

Applicant's **Printed** name: \_\_\_\_\_

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

Today's Date (mm/dd/yyyy): \_\_\_\_\_

*Please answer all questions on this application, even if a résumé is submitted.  
An original application must be received by maintained in the Personnel files of each Employee.*

***Thank you for your interest in employment opportunities with Career Link.***

***Your application will be active for 60 days.***