



APPLICATION FOR EMPLOYMENT

PLEASE TELL US ABOUT YOURSELF

Name (Print) Last _____ Middle In _____ First _____ Date ____/____/____
 Present Address _____ City _____ State _____ Zip _____
 Home Phone (____) _____ - _____ Work Phone (____) _____ - _____
 Cell Phone (____) _____ - _____ Email Address _____
 In case of emergency, please notify: Name _____ Phone (H) _____ (W) _____
 Address _____ City _____ State _____ Zip _____
 Do you have a reliable means of transportation to work? Yes No What wage are you expecting? _____
 If you are younger than 18 years old, how old are you? _____ Social Security # ____/____/____
 Are you eligible to work in the U.S.? Yes No (Proof of eligibility is required upon employment)
 Have you ever been convicted of a felony? Yes No

AVAILABILITY

	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Summer _____	School Year _____	All Year _____
From								Minimum number of hours needed to work? _____		
To								Maximum number of hours able to work? _____		

PREVIOUS EMPLOYMENT HISTORY

PLEASE LIST YOUR THREE MOST RECENT JOBS

Have you ever worked for Calvin Center before. Yes No If yes, when _____

Employed from	To	Name of Employer	Phone #	Supervisor	Earnings	Reason for leaving

EDUCATION

High School (Last attended) _____ Location _____ Did you graduate? Yes No

College & Vocational School _____ Location _____ Did you graduate? Yes No

PERSONAL BACKGROUND

What are your interests and activities? _____

Please list awards and/or leadership positions held (work or school). _____

MILITARY SERVICE

Yes No Branch _____ Rank _____ Start Date _____ End Date _____

Please describe your duties: _____

PERSONAL REFERENCES

Name Address Phone Relation Years Known

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN

I understand that completion of this application does not indicate that there are any positions currently open and does not obligate Calvin Center to hire me. I certify that all of the answers given in this application are true and complete to the best of my knowledge and are subject to confirmation by Calvin Center.

Calvin Center may make such investigation and inquires of my personal, employment, financial, academic history and other related matters as may be necessary in determining whether I can perform the essential functions of the position which I seek. I hereby release past employers, schools, and all persons contacted from all liability in responding to inquiries in connection with my application.

If I am employed, I understand that false or misleading information given in my application or interview (s) may result in termination. I understand that I am required to abide by all employer rules and regulations.

Date Applicant Signature

THIS SECTION TO BE SIGNED BY EMPLOYEE ONLY AT THE TIME OF HIRE

I understand that that it is the objective of Calvin Center to provide the highest quality programs and services with the highest caliber of employees possible. I also understand that one of the hardest thing to prevent is the mishandling of Calvin Center property from within. Therefore, I acknowledge the reasonableness of and consent to the following:

- 1. Calvin Center reserves the right to use any lawful method of investigation deem necessary in determining whether any person has engaged in conduct which Calvin Center feels interferes with or adversely affects their business.
- 2. Persons entering and leaving Calvin Center premises are subject to questioning and searches. All packages, bags, purses, coats, containers, accessories, or possessions of any sort brought onto or taken from Calvin Center premises are subject to thorough inspection.
- 3. Calvin Center may engage in a variety of security procedures, as deemed necessary. These may include, but are not limited to, surveillance of employees or premises. I understand that these security procedures may be conducted in secrecy, unannounced to me or other persons.

I understand each of these provisions and consent to each and every provision. I also understand that cooperation with any action encompassed by these provisions is expected of all employees, and failure to cooperate may result in termination of employment.

Date Applicant Signature

Calvin Center is an equal opportunity employer and considers all applicants equally without regard to race, sex, age, religion, national origin, color, disability, citizenship, or veteran status.