

Employment Application

Return to: North/Eastside Senior Coalition, 1625 Northport Dr #125, Madison WI 53704 (608) 243-5252

GENERAL INFORMATION

Today's Date: _____

Name: _____
Last First Middle Initial

Home Address: _____
Street City State Zip

Home Phone #: (____) _____ Social Security Number: _____

Are you 18 years of age or older? Yes No Email address: _____

Have you ever worked under another name? Yes No If so, what name? _____

Have you ever been convicted of any violations of the law, or are you subject to a pending charge? Yes No

If yes, please describe: _____

**In accordance with the law, pending charges or convictions will not be used or considered for employment practices unless they are substantially related to circumstances of the particular position.*

Position Applied For: _____ Salary Desired: _____

Have you applied for a job with us before? Yes No If so, when? _____

Employment Desired: Full-time Part-time Full- or Part-time

Have you been employed by us in the past? Yes No If so, when & in what capacity? _____

How were you referred to us? Advertisement Job Service Employment Agency Friend/Relative
 Internet Other (explain): _____

How many hours can you work per week? _____ Days/Hours Available to Work

Can you work nights? Yes No

| | |
|-------------|---------------------|
| Mon. _____ | Fri. _____ |
| Tue. _____ | Sat. _____ |
| Wed. _____ | Sun. _____ |
| Thur. _____ | No Preference _____ |

Date available to start: _____

EDUCATION List most recent first

| <u>Name and Location of School</u> | <u>Grade Average</u> | <u>Did you Graduate?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No | <u>Degree Received</u> |
|------------------------------------|----------------------|--|------------------------|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Additional training, skills, experience, special achievements, certificates, etc. relevant this to position **AND** volunteer experience that helps to qualify you for this position:

WORK EXPERIENCE *List present and former employers, beginning with the most recent*

| | | | |
|---|----|------------------|-------------|
| From | To | Employer | Phone |
| Job Title | | Address | |
| Immediate Supervisor & Title | | Duties Performed | |
| Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Reason for Leaving | | | Rate of Pay |
| <hr/> | | | |
| From | To | Employer | Phone |
| Job Title | | Address | |
| Immediate Supervisor & Title | | Duties Performed | |
| Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Reason for Leaving | | | Rate of Pay |
| <hr/> | | | |
| From | To | Employer | Phone |
| Job Title | | Address | |
| Immediate Supervisor & Title | | Duties Performed | |
| Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Reason for Leaving | | | Rate of Pay |
| <hr/> | | | |
| From | To | Employer | Phone |
| Job Title | | Address | |
| Immediate Supervisor & Title | | Duties Performed | |
| Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Reason for Leaving | | | Rate of Pay |

REFERENCES Please list three *business* references

| <u>Name</u> | <u>City and State</u> | <u>Phone Number</u> | <u>Relationship to You</u> |
|-------------|-----------------------|---------------------|----------------------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |

North/Eastside Senior Coalition (NESCO) is an equal opportunity employer and fully subscribes to the principles of equal employment opportunity. It is the policy of this company to provide employment compensation and other benefits related to employment based upon qualifications, without regard to race, color, religion, national origin, age, gender, veteran status, disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

All applicants should carefully read the following statements before signing below.

I hereby certify the answers given by me to the above questions and statements are true and correct and hereby authorize North/Eastside Senior Coalition (NESCO) to contact and investigate my former and current employers, educational institutions, and all other pertinent parties, and the right to fully investigate my background, which may include a criminal background investigation and a verification of my driving record. It is understood and agreed any misrepresentation, false statement or omission by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to North/Eastside Senior Coalition (NESCO).

I further understand no representative of North/Eastside Senior Coalition (NESCO) has the authority to enter into any agreement for employment for any specified period of time and North/Eastside Senior Coalition (NESCO) is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by North/Eastside Senior Coalition (NESCO).

Signature

Date