



Job Application

Location of Position: _____
 Position Applied for _____

PERSONAL INFORMATION

Name (First and Last): _____

Physical Address: _____

Mailing Address (if different): _____

Home Phone: _____ Cell Phone: _____

Are you 16 years of age or over (proof of age or work permit may be required)? Yes No

Are you legally able to be employed in this country (if hired, verification is required by law)? Yes No

What type of position are you seeking? Part-Time Full-Time Seasonal Temporary

Will you be available to work weekends and/or holidays, if necessary? Yes No

Total hours available per week: _____ Date available to start work: _____

Have you been given a job description or had the requirements of the job explained to you? Yes No

Do you understand the job requirements? Yes No

Can you perform the requirements of this job with or without reasonable accommodation? Yes No

EDUCATION

<i>School Name, City, State</i>	<i>Years Attended</i>	<i>Degree/ Courses</i>
High School:		
College:		
Activities/ Other Training:		

PREVIOUS EMPLOYMENT (MOST RECENT FIRST PLEASE) Currently Employed

Employer Name/ Establishment and Contact	Dates From/ To	Position Held	Reason for Leaving

Is it ok to contact previous employers? Yes No

If No, please explain: _____

REFERENCES

<i>Name</i>	<i>Relation</i>	<i>Phone Number</i>	<i>Years Known</i>

LICENSES

List current licenses, certification, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates:

Answer only if position requires.

Do you possess a valid driver's license? Yes No

If so, license expires _____ Class _____ Restrictions (if any) _____

For position that require typing: I certify that I can type at a speed of _____ WPM

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/ or equipment or office machines you can operate.

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Storey County Senior Center at (775) 847-0957.

_____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

_____ This application is the property of **Storey County Senior Center** and will become part of my personnel file if I am hired.

_____ I authorize **Storey County Senior Center** to conduct a background search which includes criminal history. In addition, if the position for which I am applying for requires driving a vehicle, I authorize **Storey County Senior Center** to conduct a Department of Motor Vehicles (DMV) search. I further authorize **Storey County Senior Center** to contact any institution and/ or licensing authority to verify my possession of education, licenses, and/ or certificates which may qualify me for employment.

_____ In exchange for **Storey County Senior Center** consideration of my employment application, and/ or any continued employment with **Storey County Senior Center**, I authorize anyone possessing information to furnish it to **Storey County Senior Center** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **Storey County Senior Center**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

_____ I further understand that consent will apply during the entire course of my employment with **Storey County Senior Center** should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

_____ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with **Storey County Senior Center**. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from **Storey County Senior Center** constitutes an employment contract unless a specific document to that effect is executed. I agree to undergo any job-related physical examination and drug screening upon conditional offer of employment. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant: _____ Date: _____