**HELPER CITY**

**JOB APPLICATION**

1. PERSONAL INFORMATION.

Name: Date:

Address: City, State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Use additional sheets for any explanations you may wish to give about answers given below)

2. WORK PREFERENCE.

Kind of work desired: Salary or pay you expect:

Describe your prior experience in the kind of work that you want:

Describe any formal schooling or training you have for this work:

List any licenses, security or bonding clearance or certificates that you have:

Office skills (typing, machine operation, computer programs):

Referral Source: Friend Relative Employment Agency

 Other (please state the name of the agency or individual):

3. AVAILABILITY FOR WORK**.**

Date available for work: , Full time Part time Temporary

Shifts or times that you will work: Days Evenings \_\_\_\_\_ Graveyard

 Rotating Weekends Holidays

Will you work daily overtime on occasion, if necessary ? Yes \_\_\_\_\_ No

Will you work extra days in the week, if necessary ? Yes \_\_\_\_\_No

Do you want to work elsewhere or attend school while working here? \_ Yes \_\_\_\_ No

Do you have any continuing military obligations,

such as the Guard or Reserves, which may affect your work schedule ? Yes No

4. PRESENT EMPLOYMENT.

Are you presently employed ? Yes No

Do you authorize us to contact your present employer as a reference ? Yes No

How much advance notice do you wish to give to your present employer ?

5. PERSONAL HEALTH.

If offered a position with Helper City, your employment may be conditioned upon the results of a medical examination, drug tests, and/or job-related physical ability tests.

6. PRIOR EVENTS

Have you earned any pension or retirement credits,

other the Social Security, in any prior employment ? Yes No

Have you ever worked for this agency before ? Yes No

Do you have any friends or relatives working for Helper City ?

Do you authorize us to contact your previous employer(s) for references ? Yes No

Have you ever been terminated by a previous employer(s) ? Yes No

What are your hobbies or interests ?

1. EDUCATION AND TRAINING.

High School.

Name of last High School attended:

Address of last High School attended:

Did you graduate ? Yes No

College or University

Name of last College or University attended:

Address of last College or University attended:

What was your major in ?

Did you graduate ? Yes No

What degree did you receive? Bachelors Masters Doctorate

Other Schools (Trade, Correspondence, etc.).

Name of School attended:

Address of School attended:

What was your major in ?

Did you graduate ? Yes No

What degree did you receive ?

8. EMPLOYMENT HISTORY.

Present Employer: Supervisor:

Address: Phone # :

Dates of Employment. From: To:

Main Duties:

Wages or Salary. Starting: Ending:

Reason(s) for Leaving:

Previous Employer: Supervisor:

Address: Phone # :

Dates of Employment. From: To:

Main Duties:

Wages or Salary. Starting: Ending:

Reason(s) for Leaving:

Next Previous Employer: Supervisor:

Address: Phone # :

Dates of Employment. From: To:

Main Duties:

Wages or Salary. Starting: Ending:

Reason(s) for Leaving:

9. CERTIFICATE OF APPLICATION.

**Helper City** does not disclose nonpublic personal information about you to any companies that are not members of our government amenities, except as permitted by federal law. The confidentiality of your nonpublic personal information will continue to be maintained consistent with this privacy notice even if you do not become an employee of Helper City.

All information on this form is true and correct to the best of my knowledge. I understand that any omission or misrepresentation of information may cause my application to be rejected or, if I am hired, may cause my employment to be terminated. I authorize any employer accepting this application and any person, organization, former employer, or other entity listed in this application to ask or answer any and all questions about me and I agree not to sue and to hold harmless any person or entity that provides information or expresses an opinion about me or my performance. I understand that this document is an application for employment and not an offer to employ me. I understand that if I am employed, my employer may terminate me at any time without reason or explanation. If hired, I agree to protect the confidentiality of any confidential information I obtain as a consequence of my employment. If hired, I agree that the value of any advance payment, property issued to me, or other debt I owe my employer shall be due upon termination of my employment and may be deducted from wages or other payments owed to me at the time of my termination of employment.

Signature of Applicant Printed Name of Applicant Date