



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, and do not discriminate on the basis of race, color, religion, gender, national origin, age, marital or veteran status, medical condition or disability or any other legally protected status. Experience Works complies with the law requiring reasonable accommodation for employees with disabilities. (Applicants requiring reasonable accommodation to participate in the interview process should request an accommodation.)

(Please Print)

Date of Application: _____

Position(s) Applied for: _____

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Telephone _____ Social Security Number _____
AREA CODE

If employed and you are under 18, can you furnish a work permit? Yes No N/A

Are you currently authorized to work in the United States? Yes No

(An offer of employment will be conditional upon proof of authority to work in the U.S.)

Have you filed an application with Experience Works before? ..." Yes No If yes, give dates _____

Have you ever been employed by Experience Works before? ..." Yes No If yes, give dates _____

Are you employed now? Yes No

May we contact your present employer for a reference? Yes No

Are you on a lay-off and subject to recall? Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Temporary

Can you travel if a job requires it? Yes No

Have you been convicted of a felony or pleaded no contest? Yes No

(Conviction or no contest plea will not necessarily disqualify applicant from employment, however it will be considered in relation to the specific requirement of the job.)

If yes, please explain

Are you a veteran of U.S. Military service? Yes No

EDUCATION

	HIGH SCHOOL/ CITY, STATE	TRADE/TECHNICAL	COLLEGE/UNIVERSITY	GRADUATE/PROFESSIONAL
SCHOOL NAME				
NUMBER OF YEARS COMPLETED				
DIPLOMA/DEGREE AWARDED				
DESCRIBE COURSE OF STUDY:				

Describe any specialized training, skills, foreign languages, and/or extra-curricular activities:

Honors Received: *(State any additional information you feel may be helpful to us in considering your application.)*

List professional, trade, business, or civic activities and offices held. *(You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status):*

Give name, address, and telephone number of three references who are not related to you and who are not previous employers.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, disability, or other protected status.

EMPLOYER	TELEPHONE	DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING	FINAL	
SUPERVISOR				
REASON FOR LEAVING				
EMPLOYER	TELEPHONE	DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING	FINAL	
SUPERVISOR				
REASON FOR LEAVING				
EMPLOYER	TELEPHONE	DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING	FINAL	
SUPERVISOR				
REASON FOR LEAVING				
EMPLOYER	TELEPHONE	DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING	FINAL	
SUPERVISOR				
REASON FOR LEAVING				

If you need additional space, please continue on a separate sheet of paper.

Describe your short and long term career goals:

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge and authorize the investigation of all information provided in this application.

I understand that if hired, my employment is at will and that **Experience Works, Inc.** has the right to terminate my employment at any time with or without cause. The foregoing at will status can only be amended if in writing and signed by the President of **Experience Works, Inc.**

In the event I am employed by **Experience Works, Inc.**, I understand that false or misleading information given in this application, my resume or in employment interview(s) may result in immediate discharge. I also understand that if employed, I will be required to abide by all rules and regulations of **Experience Works, Inc.** and that those rules and regulations may be modified at any time without notice.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire whether applications are being accepted at that time.

SIGNATURE OF APPLICANT

DATE

FOR INTERVIEWER'S USE ONLY

Position(s) applied for is open? Yes No

DATE

Position(s) considered for: _____

Interview Date _____

Remarks _____

Starting Pay _____

By Interviewer _____
SIGNATURE AND TITLE

DATE

State Operation/Division _____

State Operation/Division Director's Signature _____

DATE

EEO AND AFFIRMATIVE ACTION VOLUNTARY COMPLIANCE FORM

To help us comply with Federal/State Equal Employment Opportunity record keeping, reporting, and other legal requirements, **Experience Works** would appreciate if you would answer the questions below. Provision of this information is voluntary, and refusal to provide it will not affect you adversely.

This form will be kept in a Confidential File separate from your personnel file. The information contained herein will be used only in accordance with Federal regulations.

POSITION APPLIED FOR:	_____
WORK SITE LOCATION:	_____
Date of Hire (if applicable):	_____

Gender: Female Male

Race/Ethnic Group: White Black or African American Mixed or Other
 Hispanic or Latino Native American or Alaskan Native
 Native Hawaiian or Pacific Islander Asian or Pacific Islander

Are you Disabled? Yes No

If yes, what accommodations, if any, may we provide that would assist you in performing assigned job duties.

Are you a Veteran? Yes No

Are you a Vietnam Era Veteran? Yes No

Are you a Special Disabled Veteran? Yes No

(Print Name)

(Applicant Signature)