

White County United Way General Employment Application

Personal Information				
Last Name	First	MI	Application Date	
Current Address	Apt.	City, State, Zip	Home Phone	Cell Phone
Previous if less than 5 yrs above		City, State, Zip	Apt.	How long?
Previous Address if applicable		City, State, Zip	Apt.	How long?
Email	Referred by	Position applied for	Date Available	Salary desired
Work Restrictions? List:				
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If no are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been convicted of a Felony? Yes No		If yes, please describe in detail:		
Education and Training				
High School Name		Address		
Did you graduate? Yes No		Degree /Major		
College		Address		
Did you graduate? Yes No		Degree /Major		
Other		Address		
Did you graduate? Yes No		Degree /Major		
Professional References				
Full Name		Title		
Company		Phone ()		
Address		Relationship	Time Known	
Full Name		Title		
Company		Phone ()		
Address		Relationship	Time Known	
Full Name		Title		
Company		Phone ()		
Address		Relationship	Time Known	

Employment History (most recent first)

Company	Type of Business	Phone ()
Address	From To	<input type="checkbox"/> Full Time Part Time
Job Title/Responsibilities	Supervisor's Name May we Contact? Yes No	
Salary History Starting Ending	Reason for leaving	

Company	Type of Business	Phone
Address	From To	<input type="checkbox"/> Full Time Part Time
Job Title/Responsibilities	Supervisor's Name May we Contact? Yes No	
Salary History Starting Ending	Reason for leaving	

Company	Type of Business	Phone ()
Address	From To	<input type="checkbox"/> Full Time Part Time
Job Title/Responsibilities	Supervisor's Name May we Contact? Yes No	
Salary History Starting Ending	Reason for leaving	

Please BRIEFLY describe any additional education/experience you have that may be applicable to employment here.

Authorization

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. As a condition of employment, individuals offered employment may be required to submit to a pre-employment drug test and its results will be binding.

Signature _____ **Date** _____

Equal Opportunity Employer

We do not discriminate on the basis of race, color, age, national origin, gender, religion, disability, gender identity, veteran's status or sexual orientation in compliance with all Federal State and local laws.

NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with White County United Way (WCUW). **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with WCUW.** You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

Background Check Authorization

By signing below, I, _____, hereby voluntarily authorize WCUW to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at WCUW. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

Print Name (last, first, middle) _____
Social Security Number

Date of Birth (MM/DD/YYYY) _____
Drivers License Number _____
Drivers License State
(For ID Purposes Only)

Any other names I have been known by: _____

Current Address: _____

Previous Addresses (Last 7 Years) _____

Signature _____
Date

