

SEALED RECORD NOTICE

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment answer “no record” with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Within the past five years, have you been convicted of a misdemeanor? (Applicants may answer “no” with respect to a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace).

Yes No

If yes, please explain _____

Have you ever been convicted of a felony? Yes No

If yes, please explain _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and any verified work performed on a volunteer basis. You may exclude organization names which indicate race, creed, color, religion, sex, sexual orientation, marital status, results of genetic testing, national origin, age, disability, status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard.

Employer		Address			
City, State, Zip		Phone		Fax	
Job Title		Supervisor		Reason for Leaving	
Hourly Rate/Salary		Dates Employed			
Starting	Final	From	To		
Employer		Address			
City, State, Zip		Phone		Fax	
Job Title		Supervisor		Reason for Leaving	
Hourly Rate/Salary		Dates Employed			
Starting	Final	From	To		
Employer		Address			
City, State, Zip		Phone		Fax	
Job Title		Supervisor		Reason for Leaving	
Hourly Rate/Salary		Dates Employed			
Starting	Final	From	To		

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

EDUCATION

	High School	College/University	Graduate/Professional
Name of School			
Years Completed (Please Circle)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Specialized Training, Skills, Apprenticeship, and Extra Curricular Activities			

Honors Received _____

REFERENCES

Give name, address and telephone number of three references that are not related to you. (Previous employers preferred)

NAME	ADDRESS	PHONE NUMBER

EMERGENCY

In case of emergency, contact: _____ Phone: _____
 Address: _____ Relationship: _____

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this company/organization. **I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either my employer or myself. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this company/organization.**

AGREEMENT: I certify that the information on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies, and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

Signature of Applicant

Date

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Arrange Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>Interviewer</i>			<i>Date</i> _____
Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of Employment _____
Job Title _____	Dept _____	Hourly Rate/Salary _____	
By _____			<i>Date</i> _____
<i>Name and Title</i>			

APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, creed, color, religion, sex, sexual orientation, national origin, age, disability, marital, or veteran status, or being a member of the Reserves or National Guard.

As employers/government contractors, we also comply with government regulations including but not limited to affirmative action responsibilities as required under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, section 402 of the Vietnam Era Veterans Readjustment Act of 1974 and Veterans Employment Opportunities Act (VEOA) of 1998.

Solely to help us comply with government record keeping, reporting, and other legal obligations as required under these and other laws and regulations, we ask that you please fill out this Applicant Data Record. This data is for analysis and affirmative action only. Submission of this information is voluntary. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Position(s) Applied For _____ Date _____

Referral Source Advertisement Friend Relative Walk-In Employment Agency
 Online Company Web Site Other _____

Name _____ Telephone () _____
Last First MI

Address _____
Street City State Zip

AFFIRMATIVE ACTION SURVEY

If you wish to be identified, please sign below and complete the survey:

Signed: _____

Check one: Male Female

Check one or more of the following Race/Ethnic Groups:

- _____ White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East
- _____ Black or African American – A person having origins in any of the Black racial groups of Africa.
- _____ Hispanic or Latino (all races) – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- _____ American Indian/Alaskan Native – A person having origins in any of the original people of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.
- _____ Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- _____ Native Hawaiian or other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Check if the following is applicable:

- _____ Veteran – As defined under either or both of the following:
 1. Vietnam Era Veteran who either:
 - Served on active duty for a period of more than 180 days, and any part of which occurred between August 5, 1964 and May 7, 1975 and were discharged or released other than dishonorably; or,
 - was discharged or released from active duty for a service connected disability if any part of the active duty was performed between August 5, 1964 and May 7, 1975.
 2. Veteran who served and received campaign badge(s) for serving in any of the following campaigns: The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Haiti, Somalia, and Bosnia.

FOR PERSONNEL DEPARTMENT USE ONLY

Position Applied for is Open: Yes No

Position(s) Considered _____ Date _____