

# Application for Employment



*Community Options*  
 801 B Washington St.  
 Chillicothe, MO 64601  
 (660) 646-0109

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Office Manager.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Last First Middle

Address: \_\_\_\_\_

Street City State Zip Code

Telephone: ( ) Cell Phone: ( ) Date available to work \_\_\_\_/\_\_\_\_/\_\_\_\_

In case of an emergency notify: \_\_\_\_\_

Name Address Phone Number

### ❖ Availability

**To help us consider you for a job that matches your availability, please tell us the earliest time and the latest time you can work each day.**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Earliest Time							
Latest Time							

**Check if you are able to work:**  Days  Evenings  Overnights  Saturdays  Sundays

Position applied for: \_\_\_\_\_ Type of employment desired?..... Full-Time  Part-Time  Temporary

Do you have a valid drivers license?..... Yes  No Do you have dependable transportation?..... Yes  No

If they have been explained to you, are you able to meet the attendance requirements of the positions?..... Yes  No

Will you work overtime if necessary?..... Yes  No

Have you submitted an application here before?..... Yes  No

If yes, give date(s) and position(s) \_\_\_\_\_

Have you ever been employed here before?..... Yes  No

If yes, give dates. From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... Yes  No

If yes, please provide date(s) and details \_\_\_\_\_

Are you legally eligible for employment in the country?..... Yes  No

### ❖ Educational Background

**Starting with your most recent school attended, provide the following information.**

School (include city and state)	Years Completed	Completed
_____	_____	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____
_____	_____	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____

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❖ *Employment History*

**Starting with your most recent employer, provide the following information.**

Employer: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Starting job title and final job title: \_\_\_\_\_ Starting pay and final pay: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Immediate supervisor: \_\_\_\_\_ May we contact for reference?..... Yes  No  Later

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Why did you leave? \_\_\_\_\_

Summarized the type of work performed and job responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Starting job title and final job title: \_\_\_\_\_ Starting pay and final pay: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Immediate supervisor: \_\_\_\_\_ May we contact for reference?..... Yes  No  Later

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Why did you leave? \_\_\_\_\_

Summarized the type of work performed and job responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Starting job title and final job title: \_\_\_\_\_ Starting pay and final pay: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Immediate supervisor: \_\_\_\_\_ May we contact for reference?..... Yes  No  Later

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Why did you leave? \_\_\_\_\_

Summarized the type of work performed and job responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Starting job title and final job title: \_\_\_\_\_ Starting pay and final pay: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Immediate supervisor: \_\_\_\_\_ May we contact for reference?..... Yes  No  Later

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Why did you leave? \_\_\_\_\_

Summarized the type of work performed and job responsibilities: \_\_\_\_\_

Explain any gaps in your employment, other than those due to personal illness, injury, or disability. \_\_\_\_\_

If not addressed above, have you ever been fired or asked to resign from a job?..... Yes  No

If yes, please explain: \_\_\_\_\_

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❖ *Skills and Qualifications*

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_

❖ *References*

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

Is there any other information you want us to know about you? \_\_\_\_\_

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations?..... Yes  No

❖ *Applicant Statement*

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representative, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT!**

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

**Print Name:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_