



Application for Employment

Date:

1 Last Name		First	Middle	Previous names used	
2 Street Address		Apt.#	City	State	Zip Code Phone ()
3 How long at the above address?			Years	Months	
4 If less than 3 years, list previous address. Street Address Apt.# City State Zip Code Phone ()					
5 Social Security Number			6 Date available to work		7 Desired rate of pay
8 Position desired 1. 2.					
9 Full Time Yes No			10 Part Time Yes No		Hours desired
11 Are there any evenings or specific days of the week or year that you are unable to work? Yes No If yes, please identify:					
12 Over 18 years of age? Yes No					
13 What source referred you to us?					
14 Have you ever worked for the United Center? Yes No Name of Company: Date of Service Position					
15 Do you have any friends or relatives working for the United Center? Yes No If so, please list					
16 U.S. Military Service Service Branch: Area of Specialization: Final Route or Rate: Length of Service:					

Employment History List below all present and past employment, beginning with your most recent.	
Most Recent Employer:	Previous Employer:
Address	Address
City State	City State
Phone	Phone
Dates Employed FROM Month Year TO Month Year	Dates Employed FROM Month Year TO Month Year
Position Held Rate of Pay	Position Held Rate of Pay
Duties	Duties
Reason for Leaving	Reason for Leaving
Name of Supervisor	Name of Supervisor
May we contact this employer? Yes No If no, please explain:	May we contact this employer? Yes No If no, please explain:

Previous Employer:	Previous Employer:
Address	Address
City State	City State
Phone	Phone
Dates Employed FROM Month Year TO Month Year	Dates Employed FROM Month Year TO Month Year
Position Held Rate of Pay	Position Held Rate of Pay
Duties	Duties
Reason for Leaving	Reason for Leaving
Name of Supervisor	Name of Supervisor
May we contact this employer? Yes No If no, please explain:	May we contact this employer? Yes No If no, please explain:
Comments (Including explanation of any gaps in employment?)	

Education									
Circle number of years completed at each level: High School 1 2 3 4 College 1 2 3 4									
	Name	Location	Did you graduate?		List Diploma or Degrees				
High School			_____ Yes _____ No						
College			_____ Yes _____ No						
Other (specify)			_____ Yes _____ No						
List any other special courses, office skills, hobbies, experiences or qualifications which you feel would have a bearing on the job you are applying for: 									
Language:		Speak:		Read:		Write:			
_____		_____ Slight _____ Fair _____ Fluent		_____ Slight _____ Fair _____ Fluent		_____ Slight _____ Fair _____ Fluent			
_____		_____ Slight _____ Fair _____ Fluent		_____ Slight _____ Fair _____ Fluent		_____ Slight _____ Fair _____ Fluent			
_____		_____ Slight _____ Fair _____ Fluent		_____ Slight _____ Fair _____ Fluent		_____ Slight _____ Fair _____ Fluent			
Important: Please Note When an applicant has been offered a position with the United Center, final acceptance of his/her employment is contingent upon the applicant submitting to and passing a urine screening. The United Center maintains this policy to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance. If an individual refuses to submit to this final acceptance screening, they will be disqualified from employment with the United Center. If an individual fails the screening, they will be disqualified from employment with the United Center. The United Center provides an equal employment opportunity for all applicants. It is the policy of the United Center not to discriminate against any applicant or employee because of age, color, creed, disability, national origin, race, religion, sex or other protected classes of individuals.									
Please Read Carefully I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omissions or misrepresentations on this application or false statements made during the employment process may be considered sufficient cause for rejection of this application or dismissal if I have been employed, no matter when discovered by the United Center. I hereby authorize the United Center to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment and, further authorize my former employers or any third party to disclose to the United Center all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. In addition, I hereby release the United Center, former employers and all references listed above, from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I hereby authorize the United Center and any consumer or credit reporting agency or bureau employed by the United Center to make a consumer credit report in connection with this application. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I further agree that if I am hired, my employment is for no definite period and may be terminated at any time, without prior notice, at the option of either myself or the United Center. I further that no representative of the United Center has the authority to make any assurances to the contrary. I understand that filling out this form does not indicate there is a position open and does not obligate the United Center to hire me. If hired, I agree to abide by United Center work rules, policies and procedures relating to work performance and conduct.									
Signature of Applicant _____ Date _____									
Note: This application remains current for one year, if you have not been contacted by the United Center and wish to be considered for employment, it will be necessary for you to return and fill out a new application after one year.									

Urgent

I have applied for a position with the United Center. As a former employee, I urgently request that you supply previous employment information as needed by the United Center. My signature authorizes my cooperation with this process. My signature certifies that I hold harmless all past employers and their representatives in the release of all previous employment information required by the United Center. I authorize that a fax or photocopy of this release is as valid as the original. An opportunity to be employed by the United Center is dependent upon this request being honored.

Applicant's Name — Please Print _____

Applicant's Authorizing Signature _____

Social Security No. _____

DO NOT WRITE BELOW THIS LINE — FOR EMPLOYER VERIFICATION ONLY

Reference Inquiry and Employment Verification

Date of Inquiry _____

Company Name _____

Phone Number () _____

Fax Number () _____

Address _____

Information furnished by (Please Print)

Name: _____

Position: _____

The following is to verify the employment of: _____

Exact Dates of Employment: FROM: _____ Month _____ Year TO: _____ Month _____ Year

Title: (indicate part-time or full-time position) _____

_____ Part Time _____ Full Time

Describe his/her job functions and tasks performed. _____

How did the applicant perform job functions? _____

What was his/her reason for leaving? _____

_____ Voluntary _____ Involuntary - explain

Eligible for rehire? _____

_____ Yes _____ No

Salary? (Indicate Per Hour, Week, Month, Year, etc.) _____

\$ _____ Hourly _____ Weekly _____ Monthly _____ Yearly

Was the quality and quantity of work performed by the applicant satisfactory? _____

_____ Yes _____ No - explain

Any company safety policy violation record? _____

_____ Yes - explain _____ No

Any awards, certificates, classes or special recognition? _____

_____ Yes - explain _____ No

Did he/she manage his/her authority and/or responsibility well? _____

_____ Yes _____ No - explain

Attendance and Punctuality? _____

_____ Good _____ Fair _____ Poor _____ No record