



Application for Employment

Please Print

Position(s) applied for _____ Date of application ____ / ____ / ____

Referral source Advertisement Employee Relative Government Employment Agency
 Walk In Private Employment Agency Other _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number (____) _____ Social Security Number ____ - ____ - ____
If necessary, best time to call _____ am/pm
May we contact you at work? (circle) Yes / No *If yes, work number (____) _____*

Have you filed an application here before? (circle) Yes / No If yes, give date _____

Have you ever been employed here before? (circle) Yes / No If yes, give dates _____

Are you currently enrolled in any of Project Unity's programs? (circle) Yes / No

Are any of your family members currently enrolled in any of Project Unity's programs? (circle) Yes / No

If so, please indicate relationship: _____

Are you eligible for employment in this country? (circle) Yes / No

(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work ____ / ____ / ____

Type of employment desired Full-Time Part-Time Temporary

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

Will you travel if job requires it? _____ Yes No

Will you work overtime if required? _____ Yes No

Have you ever been convicted of a felony in the last seven years? _____ Yes No

(Such conviction may be relevant if job related, but does not bar you from employment.)

If yes, please explain: _____

Do you possess a valid Texas Driver's License? _____ Yes No

Employment History

List your last four employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone	Dates Employed From To		Summarize the nature of the work performed and job responsibilities
Address				
Job Title		Hourly rate / Salary Starting		
Immediate Supervisor		\$	Per	
Reason for leaving		Hourly rate / Salary Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	
Employer	Telephone	Dates Employed From To		
Address				
Job Title		Hourly rate / Salary Starting		
Immediate Supervisor		\$	Per	
Reason for leaving		Hourly rate / Salary Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	
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Immediate Supervisor		\$	Per	
Reason for leaving		Hourly rate / Salary Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	

Comments (including explanation of any gaps in employment)

Skills and Qualifications: Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job related functions for the position which you are applying:

Educational Background (if job related)

A. List schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major or minor field of study (if applicable)

A. School	B. Years completed	C. Degree / Diploma	D. GPA / Class rank	E. Major / Minor

List any foreign language(s) you know and check below the description of your skill level.

Language	Speak Some	Speak Fluently	Read	Write

List Professional, trade, business or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Office Held

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

References

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

Name	Telephone	Years Known
	Area Code ()	
	Area Code ()	
	Area Code ()	
	Area Code ()	

List any additional information you would like us to consider:

Application for Employment Agreement

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for 6 months. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant _____

Date ____/____/____

**PROJECT
UNITY**



for help...for hope

Project Unity is an Equal Opportunity Employer.