

GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER

Employment Application

PLEASE PRINT ALL INFORMATION

Equal access to programs, services, and employment is available to all persons. Applicants requiring reasonable accommodations to the application and/or interview process should notify the Greater Etowah Executive Director.

SECTION I (GENERAL INFORMATION)

Date of Application: _____ Applicant Name: _____
DAY MONTH YEAR
Telephone Number: _____ E-mail: _____
Physical Address: _____ Mailing Address: _____

SECTION II (CIRCLE RESPONSE)

- A) If you are under 18, can you furnish a work permit? Y N
If no, please explain: _____
B) Have you worked for us before? Y N
C) Is it legal for you to work in this country? Y N
D) Do you want full-time work? Y N
E) Do you want part-time work? Y N
F) Have you been convicted of a crime in the last seven (7) years? Y N

If yes, please explain: _____
CONVICTION WILL NOT NECESSARILY STOP APPLICATION PROCESS. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

SECTION III (WORK HISTORY)

STARTING WITH MOST RECENT, PLEASE PROVIDE INFORMATION ON YOUR WORK HISTORY

Date Started: _____	Date Ended: _____	Reason for Leaving: _____
Job Title: _____	Employer: _____	
Telephone Number: _____	Supervisor: _____	
Summarize the nature of the work you performed: _____		
Beginning Hourly Rate: _____ Ending Hourly Rate: _____		

Date Started: _____	Date Ended: _____	Reason for Leaving: _____
Job Title: _____	Employer: _____	
Telephone Number: _____	Supervisor: _____	
Summarize the nature of the work you performed: _____		
Beginning Hourly Rate: _____ Ending Hourly Rate: _____		

Date Started: _____	Date Ended: _____	Reason for Leaving: _____
Job Title: _____	Employer: _____	
Telephone Number: _____	Supervisor: _____	
Summarize the nature of the work you performed: _____		
Beginning Hourly Rate: _____ Ending Hourly Rate: _____		

SECTION IV (EDUCATION)

High School Name: _____	Date Graduated: _____
Diploma earned: _____	
College: _____	Date Graduated: _____
Degree Earned: _____	
College: _____	Date Graduated: _____
Degree Earned: _____	
Other: _____	Date Graduated: _____
Award/Degree Earned: _____	

SECTION V (SPECIAL SKILLS/ABILITIES)

List any special skills or abilities you have that would be an asset to the position in which are applying

SECTION VI (REFERENCES)

Reference Name: _____	Telephone Number: _____	Years Known: _____
Reference Name: _____	Telephone Number: _____	Years Known: _____
Reference Name: _____	Telephone Number: _____	Years Known: _____

I UNDERSTAND THAT IF I AM EMPLOYED BY GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER'S SERVICE, WHENEVER IT IS DISCOVERED. FURTHERMORE, I GIVE GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER THE FULL RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYEES, EDUCATIONAL ENTITIES, ETC. LISTED ON THE APPLICATION TO HELP WITH THE VERIFICATION OF INFORMATION LISTED ON THE APPLICATION. I HEREBY RELEASE THE GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER FROM ANY LIABILITY AND ALL OTHER PERSONS, ENTITIES, ORGANIZATIONS, ETC., UTILIZED IN OBTAINING AND FURNISHING SUCH INFORMATION FROM ANY LIABILITY ACTION. IN ADDITION, THE GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER DOES NOT DISCARNATE IN EMPLOYMENT. ALL INFORMATION GATHERED AND SUBMITTED TO GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER WILL NOT BE USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM EMPLOYMENT CONSIDERATION ON ANY BASIS AS OUTLINED BY ANY LOCAL, STATE, OR NATURAL LAW. BY COMPLETING THIS APPLICATION, I ATTEST THAT IT WILL BE CONSIDERED VALID AND CURRENT FOR UP TO 60 DAYS FROM THE DATE LISTED AS APPLICATION DATE ON PAGE 1. IF I HAVE NOT HEARD FROM GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER WITHIN THE 60 DAY PERIOD, I WILL HAVE TO COMPLETE ANOTHER APPLICATION TO BE CONSIDERED FOR ANY JOB OPENING.

Applicant Signature/Date

IF I AM HIRED BY GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER, I AM FREE TO RESIGN AT ANY TIME WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE. I ALSO UNDERSTAND AND AGREE THAT GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS REQUIRED BY ANY LOCAL, STATE, OR NATIONAL LAW. THIS APPLICATION DOES NOT BIND EITHER PARTY TO ANY TYPE OF AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC TIME PERIOD. I ALSO UNDERSTAND THAT IT IS THE POLICY OF THE GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER NOT TO REFUSE TO HIRE A QUALIFIED PERSON WITH A DISABILITY BECAUSE OF THE PERSON'S NEED FOR A REASONABLE ACCOMMODATION AS REQUIRED BY ADA AS APPLICABLE TO THE SITUATION. I ALSO AGREE THAT IF I AM HIRED, I WILL BE ABLE TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION AS REQUESTED OR REQUIRED.

Applicant Signature/Date

BY SIGNING BELOW, I AGREE THAT I FULLY UNDERSTAND THE APPLICATION DOCUMENT AND THE PROCEDURE FOR POSSIBLE EMPLOYMENT WITH THE GREATER ETOWAH 310/SMELTZER EDUCATIONAL CENTER.

Applicant Signature/Date