



Application for Employment

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, familial status, or any other legally protected statute.

Form with fields: Position(s) applied for, Date, How did you learn about this employment opportunity? (Advertisement, Friend, Walk-in, Employment agency, Relative, Other)

Applicant Information form with fields: Last Name, First Name, Middle Name, Mailing address, City, State, Zip, Street address, Telephone number(s)

Are you at least 18 years of age? [] Yes [] No

Have you ever filed an application with us before? [] Yes [] No

If yes, please provide the date(s) _____

Have you ever been employed with us before? [] Yes [] No

If yes, please provide the date(s) _____

Are you currently employed? [] Yes [] No

If yes, on what date would you be available for work? _____

Are you available to work: [] Full time [] Part time [] Temporary

Can you travel if the job requires it? [] Yes [] No

Employment Experience

Beginning with your present or last job, please list your employment history and job-related duties within the last 10 years.

Table with columns: Employer, Dates Employed (From, To), Address, Work Performed, Job Title, Supervisor, Reason for leaving

Employer		Dates Employed	
		From	To
Address		Work Performed	
Job Title	Supervisor		
Reason for leaving			

Employer		Dates Employed	
		From	To
Address		Work Performed	
Job Title	Supervisor		
Reason for leaving			

May we contact your previous supervisor for a reference? (If you answer no, please indicate why not.)

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

Education				
	Name and address of school	Course of study	Years completed	Diploma / Degree
High School				
Undergraduate College / University				
Graduate / Professional				
Other (Please specify)				

<i>Describe any job-related training received in the United States military</i>

<i>Describe any specialized training, apprenticeships, skills, languages you speak, etc.</i>

<i>List professional, trade, business or office(s) held</i>

Certification of Credentials & Qualifications

I certify that all application materials submitted for employment consideration (e.g., letter of interest, resume or application, educational and employment records, publications, or work samples) are a true, accurate, and complete representation of my credentials and qualifications.

Acknowledgement of Responsibility to Obtain/Maintain Eligibility to Work in the United States

I understand SCCAP employs only individuals who are lawfully eligible to work in the United States and that employment eligibility will be verified upon employment. If I do not currently have permanent eligibility to work in the U.S., I understand that it is my responsibility to obtain and/or maintain eligibility to work and that loss of eligibility to work at any future date will invalidate my employment relationship and result in concurrent separation from employment without recourse or appeal.

Authorization to Verify Application Materials

I understand that any falsification, misrepresentation, or material omission in my application materials (including this certification) or making other false or fraudulent representations in securing employment may be grounds for disqualification of my candidacy or may be grounds for termination if discovered after the date of hire.

My signature below authorizes SCCAP to verify all of my application materials including contacting listed references as well as validating educational and employment records, with the understanding that facsimiles or photocopies of this authorization shall be deemed as valid as the original.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that, the Employee may resign at any time and the Employer may discharge an Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive or this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and regulations of the employer.

Printed Name of Candidate: _____

Signature of Candidate: _____

Date: _____