



TRUENORTH COMMUNITY SERVICES Application for Employment

Please Print

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number () _____ Social Security Number _____

If necessary, best time to call you at home is _____ AM/PM

Are you currently employed? Yes No May we contact your current employer? Yes No

Work number () _____

If yes, best time to call you at work is _____ AM/PM

If you are under 18, can you furnish a work permit? Yes No _____

Have you filed an application here before? Yes No _____

If yes, give dates _____ / _____ / _____

Have you ever been employed at TrueNorth before? Yes No

(Position Held)

Are you legally eligible for employment in this country? Yes No _____
(Proof of US Citizenship or immigration status will be required upon employment)

Date available for work _____ / _____

Type of employment desired Full-Time Part-Time Temporary

Position (s) applied for _____ Date of application _____

Compensation expected \$ _____

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

Have you been convicted of any crime? Yes No _____
(Such conviction may be relevant if job related, but does not bar you from employment.)

If yes, please provide details and dates _____

Do you possess a valid Driver's License? Yes No State of Issue: _____

Type of License: _____ License Number: _____

AN EQUAL OPPORTUNITY EMPLOYER

Educational Background (if job related)

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any, D Major and E Minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Diploma	D. Major	E. Minor

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

References

List names and telephone numbers 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	Telephone Number	Years Known
	area code ()	
	area code ()	
	area code ()	

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	Offices Held

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

List any additional information you would like us to consider. _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone Number	Dates From	Employed To	Summarize the nature of the work performed and job responsibilities.
Address				
Job Title		Rate	Salary	
Immediate supervisor and Title		\$	Per	
Reason for Leaving				
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>				

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Reason for Leaving				
May we contact for reference?				

Yes No Later

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.

I understand that this application and any attachments are the property of TrueNorth. I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I hereby grant this agency permission to verify such answers, and I further understand that any false statement on this application may be considered as sufficient cause for rejection of the application, or for dismissal if such false statement is discovered subsequent to my employment. Offer of employment is dependent upon my satisfactorily passing a physical examination and/or the associated laboratory tests that may be prescribed by the agency. Any offer of employment tendered me is based upon my agreement to abide by the rules and regulations of this agency.

I understand that the agency may make an inquiry concerning my character, reputation, and my current and past employment. I hereby release the agency and all of my previous employers, as well as their perspective agents and employees, from any and all claims arising in any way from their participation in such an inquiry or investigation, and, I waive any right to receive notice concerning disclosures made as part of such inquiry or investigation. I further understand that this application will remain active for a period of six (6) months from the date of completion and that I must notify the agency in writing at the end of such six (6) month period if I wish to reactivate or amend this application.

I understand that my employment obtained with this agency shall be at such wages, benefits, hours, and conditions as the agency may determine and change from time to time. Such employment shall be at-will and can be terminated by the agency at any time, with or without cause, and with or without notice, and regardless of any contrary provisions in any other forms, manuals, handbooks, etc. I understand that no one other than the Executive Director of the agency, has any authority to enter into any agreement which is contrary in any way to the foregoing and that any such agreement must be in writing and signed by the Executive Director or it shall not be binding.

I further acknowledge that no one has made any representations or statements contrary to the Agency's at-will policy to me, or about the Agency's economic outlook or stability either orally or in writing.

I agree that any lawsuit against TrueNorth and/or any of its officers, directors, employees or agents arising out of my employment or termination of employment, including but not limited to, claims arising under the state or federal civil rights statutes, must be filed within 12 months of the event giving rise to the claims or be forever barred. I understand that the limitation periods for these claims are generally longer and agree to waive those periods.

Applicant (signature)

Date

TrueNorth Employment Application

Page 5

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.

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