

**CHARITY NEWSIES
COLUMBUS, OHIO**

APPLICATION FOR EMPLOYMENT

To Applicant: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in considering you for a position that best meets your qualifications. We consider applicants without regard to race, color, religion, sex, national origin, age, disability or handicap, disabled or Vietnam era veteran status, or any other legally protected status.

(PLEASE PRINT CLEARLY)

Date of Application _____

PERSONAL INFORMATION

Last Name	First Name	Middle Name	Social Security Number
Street Number	Street Name	Phone Number (Include Area Code)	
City	State	Zip Code	

Position(s) applied for _____ Rate of pay expected \$ _____

How did you learn of this opening? _____

Would you work Full-time? Yes No Part-time? Yes No If Part-time, specify days and hours _____

Were you previously employed by us? Yes No If yes, when? _____

List any relatives working here. _____

If your application is considered favorably, on what date will you be available to work? _____

If employed by us and you are under 18, can you furnish a work permit? Yes No Not Applicable

Have you filed an application here before? Yes No If yes, when? _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
 Yes No (Proof of work eligibility will be required upon employment.)

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

Can you travel if a job requires it? Yes No

Are you willing to work overtime as required? Yes No

Are you willing to work 2nd shift? Yes No 3rd shift? Yes No

Have you been convicted of a crime within the past five (5) years? (Exclude any convictions that have been dismissed by a court.) Yes No

If yes, please list type of charge, date, county where matter is pending and current status _____

WORK HISTORY

(May we contact your present employer? Yes No)

List each job held. Start with your present or most recent job. Include U.S. military service assignments and volunteer activities which are job-related. If you need additional space, continue on the back of the application or attach an additional sheet.

1. Employer	From (date)	To (date)
Phone #	Salary	
Address	Work Performed	
Job Title		
Supervisor		
Reason for Leaving		
2. Employer	From (date)	To (date)
Phone #	Salary	
Address	Work Performed	
Job Title		
Supervisor		
Reason for Leaving		
3. Employer	From (date)	To (date)
Phone #	Salary	
Address	Work Performed	
Job Title		
Supervisor		
Reason for Leaving		
4. Employer	From (date)	To (date)
Phone #	Salary	
Address	Work Performed	
Job Title		
Supervisor		
Reason for Leaving		

Summarize special skills and qualifications acquired from employment or other experience. _____

Indicate any Foreign Languages that you speak, read or write that are related to the position you are applying for. _____

RECORD OF EDUCATION

School	Name and Address	Course of Study	Last Year Completed	Did You Graduate?	List Diploma or Degree
Elementary			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
High			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade/Vocational			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

MILITARY SERVICE RECORD

Have you served in the U.S. Armed Forces? Yes No Dates of duty _____ to _____

Branch _____ Applicable skills acquired. _____

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the information given by me in this application is true in all respects, and agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon you.

I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time. The employer reserves and retains the right to make changes in terms and conditions of my employment as the employer determines to be appropriate.

I understand that this application will be kept on file for one year from the date completed, after which time I would have to reapply in accordance with established company procedures.

I understand that if employed with Charity Newsies it is "at will" which means that my employment can be terminated with or without cause, and with or without notice, at any time, at the option of either Charity Newsies or myself, except as otherwise provided by law.

Applicant's Signature _____ Date _____