

Rockville Community Center Application for Employment
P.O. BOX 111, ROCKVILLE, VA 23146

We are an Equal Opportunity Employer. It is our policy to abide by all Federal, State and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any questions be used in violation of any such law.

| | | | | | |
|---|--|--|----------------------|---|-------|
| Position(s) Applied For: | | | Date of Application: | | |
| Referral Source: <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Other | | | | | |
| Last Name: | | First Name: | | M.I.: | SSN#: |
| Address: | | | | State: | Zip: |
| Home Phone: | | Mobile: | | Email: | |
| If employed and under 18, can you furnish a work permit? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | If hired, can you furnish proof you are legally entitled to work in the United States? | |
| Have you filed an application here before? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | If yes, when? | |
| Have you been employed here before? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | If yes, when? | |
| Are you employed now? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Are you available to work <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary | | | | | |
| Have you been convicted of a felony in the last seven years? (Conviction will not necessarily disqualify applicant from employment) | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, please explain: | | | | | |

Provide three references that are not related to you and are not previous employers:

| | | | |
|------------|--|-------------|--------|
| Full Name: | | Occupation: | |
| Address | | | Phone: |
| Full Name: | | Occupation: | |
| Address: | | | Phone: |
| Full Name: | | Occupation: | |
| Address: | | | Phone: |

Education

| | | | |
|--|----|-------------------|---------|
| High School: | | Address: | |
| From: | to | Did you graduate? | Degree: |
| College: | | Address: | |
| From: | to | Did you graduate? | Degree: |
| College/Other: | | Address: | |
| From: | to | Did you graduate? | Degree: |
| Please list any honors and/or awards you have received: | | | |
| Please summarize special skills/credentials/professional affiliations, etc., which are relevant to the job(s) for which you are applying. Please include office skills, software, etc. | | | |

Employment History

| | | | |
|-------------------|------------------|---------------------|--|
| Company: | | Phone: | |
| Address: | | Supervisor: | |
| Job Title: | Starting Salary: | Ending Salary: | |
| Responsibilities: | | | |
| From: | to | Reason for Leaving: | |
| | | | |
| Company: | | Phone: | |
| Address: | | Supervisor: | |
| Job Title: | Starting Salary: | Ending Salary: | |
| Responsibilities: | | | |
| From: | to | Reason for Leaving: | |
| | | | |
| Company: | | Phone: | |
| Address: | | Supervisor: | |
| Job Title: | Starting Salary: | Ending Salary: | |
| Responsibilities: | | | |
| From: | to | Reason for Leaving: | |

Applicant's Statement

I understand this application is considered current for 90 days. If I want to be considered for employment after that time, I must renew my application in writing.

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment. I further understand said background check may also involve the Rockville Community Center obtaining an investigative consumer report on me which may cover such areas as my character and general reputation.

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

Signature of Applicant: _____ Date: _____