

APPLICATION FOR EMPLOYMENT

Applications must be completed in full, even when accompanied by a resume. Any misrepresentation or falsification, intentional or unintentional, of information on this application may result in denial of employment or termination.

Main Street Community Center is an Equal Opportunity Employer.

PERSONAL

Name: _____ Email Address: _____

Address: _____ Telephone #: _____

City: _____ ST: _____ Zip: _____ Alternate Telephone #: _____

Position Applied For: _____ Starting Salary Desired: _____

_____ Full-Time _____ Part-Time If Part-Time, please specify days and hours available:

Referred by: _____

EDUCATION

	Course of Study	# of Years Completed	Diploma/Degree Rec'd
High School: <i>(Name & Location)</i>			
College: <i>(Name & Location)</i>			
Other: <i>(Military, Professional License, Certification)</i>			

EMPLOYMENT HISTORY

Please list in chronological order beginning with current or most recent position.

<i>Employed (MO/YR)</i> <i>From: To:</i>	<i>Employer:</i>	<i>Address:</i>	<i>Phone #:</i>
<i>Job Title:</i>	<i>Job Duties & Responsibilities:</i>	<i>Salary Start: End:</i>	<i>Reason for Leaving:</i>
<i>Type of Business:</i>		<i>Supervisor's Name & Job Title:</i>	

May we contact your current employer? _____ YES _____ NO

4. Have you ever previously applied for a position with Main Street Community Center? _____ YES _____ NO

If yes, please list what position and when you applied:

5. Are any of your relatives employed by Main Street Community Center? _____ YES _____ NO

If yes, please list name(s) and relationship(s):

REFERENCES

Please list the names of three persons not related to you, whom you have known for at least one year.

NAME	PHONE NUMBER	BUSINESS	YEARS KNOWN

CANDIDATE AGREEMENT

Please read each section carefully.

AT-WILL EMPLOYMENT

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that my employment will be at-will in nature unless governed by an applicable collective bargaining unit, and may be terminated, with or without cause, at any time by either myself or my employer.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

NOTIFICATION AND AUTHORIZATION TO REQUIRE A DRUG SCREEN AND MEDICAL EVALUATION

I understand that I may be required to undergo a pre-employment drug screen and medical exam by Main Street Community Center’s designated health practitioner. I understand that I do not have to participate but that my refusal will result in termination of my employment or revocation of any offer of employment.

NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION

I understand that I may be subject to a background check and hereby authorize Main Street Community Center to investigate my background, whether the records are of public, private, criminal, internal or confidential in nature, to determine any and all information of concern as to my record or not, and I release employers and persons named in my application from all liability for any damages on account of furnishing said information.

Additionally, you are hereby authorized to make any investigation of my personal history, employment records, educational background, military record, motor vehicle record, criminal record and credit history directly or through an investigative or credit agency bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating party. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required.

I understand that passing the background check is a condition of employment. A negative background check can be grounds for dismissal, even if an offer has been made to me and I have been hired.

Signature: _____

Date: _____