



## Application for Employment

PLEASE READ THIS APPLICATION THOROUGHLY AND COMPLETE IT HONESTLY. THIS EMPLOYER PERFORMS A DETAILED BACKGROUND INVESTIGATION ON ALL FINAL CANDIDATES.

Important Notice: Applicants should be extremely careful as they complete this application. This company utilizes a sophisticated and detailed background and pre-employment investigation process. This process frequently discloses inaccurate, false, and/or incomplete or omitted information. Should this process determine any inaccurate or incomplete information, it will cause you to be either disqualified for employment with Greater Sacramento Urban League as an applicant, or be grounds for termination if the inaccuracies are discovered subsequent to your employment. Accordingly, we strongly suggest that you NOT complete this application until you have the requisite time and accurate information to do so.

**Greater Sacramento Urban League is an equal opportunity employer and will not discriminate against any employee or applicant for employment in an unlawful manner. Employment is conditioned on the successful completion of the screening program. The information sought on this form is given voluntarily and may be used in filing reports required by state or federal governments.**

Position(s) applied for: _____	Application Date _____
_____	
Type of employment desired: _____ full-time	_____ part-time
_____ temporary	

Applicant name: _____	Date: _____
List other names you use or have used, including maiden names, nicknames, stage names, married names.	
_____	
_____	
Address: _____	City _____
State _____ Zip _____	
Telephone #: _____	

How did you learn about us?	<input type="radio"/> Advertisement	<input type="radio"/> Employment Agency
	<input type="radio"/> Friend/relative	<input type="radio"/> Walk In
	<input type="radio"/> Web	<input type="radio"/> Other
_____		

Date you will be available to start work: \_\_\_\_\_

Salary Requirements \_\_\_\_\_ / \_\_\_\_\_

Are you able to meet the attendance requirements?  Yes  No

Do you have any objection to working overtime if necessary?  Yes  No

Can you work evenings and weekends?  Yes  No



Have you ever been previously employed by Greater Sacramento Urban League?

Yes  No

If hired, can you show proof that you may legally work in the USA?

Yes  No

If you are under 18, can you furnish a work permit if it is required?

Yes  No

May we contact your current employer?

Yes  No

Are you able to travel if required for your job duties?

Yes  No

Have you been convicted of a crime other than a minor traffic violation within the last 7 years?  Yes  No

*Conviction will not necessarily disqualify an applicant from employment*

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact:**

_____		_____	
Name		Relationship	
( ) _____	_____		
Home Phone Number	Address		
_____	_____		
Work Phone Number/ext	City	State	Zip

**Employment History**

Please provide all employment information for the past seven years employment starting with the most recent. You may use another sheet if necessary.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Immediate manager and title: \_\_\_\_\_  
 Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_  
 Job summary: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

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 Job summary: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_



Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Immediate manager and title: \_\_\_\_\_  
 Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_  
 Job summary: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

**Other Skills and Qualifications**

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

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**Educational History**

List school name and location, number of years completed, course of study, and any degrees earned:

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

**References**

List 3 people who can comment on your character and work habits, including telephone numbers, and years known (do not include relatives or employers):

1.	( )	( )
	(Name)	Phone #
	(Address)	
2.	( )	( )
	(Name)	Phone #
	(Address)	
3.	( )	( )
	(Name)	Phone #
	(Address)	



Please comment on why we should consider you for employment: \_\_\_\_\_

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I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I, or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired.

I also understand that I may be required to provide proof of a current clear DMV report if I am required to drive as a component of my job with Greater Sacramento Urban League. I hereby authorize Greater Sacramento Urban League to verify the validity of my driver's license at any time during my employment if I am required to drive in the course of my job with Greater Sacramento Urban League.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date