

**HOPE DEVELOPMENTAL ACHIEVEMENT CENTER/ECCO**

**APPLICATION FOR EMPLOYMENT**

Dear Applicant:

We welcome you as an applicant for employment. Your application will be considered in competition for this vacancy. The information contained in this application will be considered personal and confidential and used only in conjunction with your possible employment by the Center. Please furnish complete information. You are encouraged to attach any additional information which you believe qualifies you for this position.

**PLEASE USE INK OR TYPEWRITER**

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POSITION APPLIED FOR: \_\_\_\_\_

LAST NAME	FIRST NAME	MIDDLE NAME	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE NO.	BUSINESS PHONE NO.	SOCIAL SECURITY NUMBER	

**EDUCATION:**

	<u>High School</u>	<u>Vocational School</u>	<u>College</u>
Circle the Highest Grade Completed:	9 10 11 12	1 2	1 2 3 4 Grad.

\_\_\_\_\_  
Name and Location of Last High School

\_\_\_\_\_  
Name and Location of College or University

If College or Vocational School graduate, please specify the degree and areas of concentration:

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

**EMPLOYMENT HISTORY**

**GIVE YOUR PRESENT OR MOST RECENT EMPLOYMENT FIRST:**

I.

Employer: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ If not, please explain \_\_\_\_\_

Position Held: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

II.

Employer: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ If not, please explain \_\_\_\_\_

Position Held: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

III.

Employer: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ If not, please explain \_\_\_\_\_

Position Held: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

**UNSALARIED EXPERIENCE:**

Please list any volunteer work you have done:

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Organization	Duties Performed
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Organization	Duties Performed
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Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

When will you be available for work? \_\_\_\_\_

Salary expected: \_\_\_\_\_

**REFERENCES:** (Persons who are non-relatives and who have known you at least one year).

1. \_\_\_\_\_  
Name and Relationship to You                      Address                      Phone

2. \_\_\_\_\_  
Name and Relationship to You                      Address                      Phone

3. \_\_\_\_\_  
Name and Relationship to You                      Address                      Phone

Additional Comments: \_\_\_\_\_

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I understand that information I have given on this application will be used only to determine my suitability for employment at Hope DAC/ECCO. I understand that the references I have listed here will be contacted for information on my work habits, etc. as they relate to potential employment. I understand that a criminal background check will be conducted on me to determine my suitability for employment, and I give my authorization for this check to be done. The statements I have made on this application are true to the best of my knowledge and I understand that if I have knowingly misrepresented the truth on this application, I will not be considered for employment with Hope DAC/ECCO.

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