

# Next Generation Learning Center

## Employment Application



### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 : \_\_\_\_\_  
 \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

\_\_\_\_\_

*City State ZIP Code*

Phone: (    ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

What hours are you available to work?      FT    PT    Are you legally authorized to work in the U.S.?      YES    NO

Have you ever applied for employment with us?      YES    NO      If yes, when?

Have you ever been convicted of a felony?      YES    NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO    Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO    Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO    Degree: \_\_\_\_\_

### References

Please list three professional references.

Full Name: Relationship:  
Company: Phone: ( )  
Address:

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Full Name: Relationship:  
Company: Phone: ( )  
Address:

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Full Name: Relationship:  
Company: Phone: ( )  
Address:

**Previous Employment (start with your present or most recent employer)**

Company: Phone: ( )  
Address: Supervisor:  
Job Title: Starting Salary: \$ Ending Salary: \$  
Responsibilities:  
From: To: Reason for Leaving:  
May we contact your previous supervisor for a reference? YES NO

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Company: Phone: ( )  
Address: Supervisor:  
Job Title: Starting Salary: \$ Ending Salary: \$  
Responsibilities:  
From: To: Reason for Leaving:  
May we contact your previous supervisor for a reference? YES NO

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Company

:

Phone: (    )

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending  
Salary: \$

Responsibilities:

From:

To:

Reason for  
Leaving:

May we contact your previous supervisor for a reference?

YES

NO

### Military Service

Branch:

From:

To:

Rank at Discharge:

Type of Discharge:

If other than honorable,  
explain:

### Additional Information

*Please list any special training, skills, languages, accomplishments, certifications, membership in professional organizations, etc.*

## Disclaimer and Signature

### Please read and understand this statement before signing your application

Perspective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, veteran status, marital status, disability, handicap, citizenship status or any condition prescribed by state or local law.

The information I have provided in this employment application is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and references I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 90 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing by such officer.

For online applications an electronic signature will be accepted. The applicant may be asked to sign their electronic application as part of the employment process.

Signature

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Date

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