

APPLICATION FOR EMPLOYMENT
East Central Colorado RC&D (Non-Profit Organization)
An Equal Opportunity Employer

PLEASE PRINT IN INK or TYPE CLEARLY, COMPLETE ALL ITEMS

PERSONAL INFORMATION: Date: _____ Social Security Number: _____

Name: _____ Phone Number: _____ Cell Phone _____
 First Name Middle Last Name

Street Address: _____ PO Box _____ City: _____ State: _____ Zip: _____

Are you 18 years of age or older? Yes ___ No ___ Are you a citizen of the US? Yes ___ No ___

Do you have a valid Driver's License? Yes ___ No ___ Driver's License Number: _____ State: _____

What days are you available to work? _____ What hours are you available to work? AM _____ PM _____

EDUCATION: LIST NAME AND ADDRESS OF SCHOOLS # years completed diploma/degree

High School or GED: _____

College or University: _____

Vocational or Technical: _____

What skills or additional training do you have that are related to this job? _____

Computer skills: Rate on a scale from 1 – 10 with 1 being little or no knowledge and 10 being very proficient.

Microsoft Word _____ Microsoft Excel _____ Microsoft Publisher _____ Microsoft Power Point _____ Quick Books _____

Do you have any bookkeeping experience? Yes ___ No ___ Typing Words Per Minute? _____

List Any Other Experience _____

EMPLOYMENT HISTORY: (Start with most recent employer.)

Company Name: _____ Address: _____ Phone Number : _____

Position: _____ Date Started: _____ Date Ended: _____ Ending Wages: _____

Name of Supervisor: _____ May We Contact? Yes ___ No ___ Work performed: _____

Reason for leaving: _____

Company Name: _____ Address: _____ Phone Number : _____

Position: _____ Date Started: _____ Date Ended: _____ Ending Wages: _____

Name of Supervisor: _____ May We Contact? Yes ___ No ___ Work performed: _____

Reason for leaving: _____

EMPLOYMENT HISTORY: Continued

Company Name: _____ Address: _____ Phone Number : _____

Position: _____ Date Started: _____ Date Ended: _____ Ending Wages: _____

Name of Supervisor: _____ May We Contact? Yes ___ No ___ Work performed: _____

Reason for leaving: _____

Have you ever been convicted of any law violation other than minor traffic violations? Yes ___ No ___ If Yes, please fully describe the circumstances: _____

Are you delinquent on any federal or state debt? Yes ___ No ___

Have you worked or attended school under any other name? Yes ___ No ___ If Yes, give names: _____

Are you presently employed? Yes ___ No ___ If Yes, may we contact your present employer? Yes ___ No ___

Have you ever been fired from a job or asked to resign? Yes ___ No ___ If yes, please explain _____

REFERENCE: Please give three references, not relatives or employers listed above

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. 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 or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. All employment will continue on that basis. ECC RC&D maintains a smoke and drug free environment. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen as a condition of my employment if required. I understand that I am required to abide by all rules and regulations of the employer. I understand that only an authorized officer has the authority to alter the foregoing.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.