

APPLICATION FOR EMPLOYMENT

Date of Application: _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street City/State Zip

Alt. Address: _____
Street City/State Zip

Contact Info: _____
Home Phone Mobile Phone Email

How did you learn about our Agency? _____

Position sought: _____ Available start date: _____

Desired pay range: _____ Are you currently employed? _____

Do you have a valid Driver's License with a clean driving record? Yes No

EDUCATION

High School: _____
Name/Location Graduation Year Degree/Major

College/University: _____
Name/Location Graduation Year Degree/Major

Specialized Training: _____

Other Education: _____

APPLICATION FOR EMPLOYMENT, cont'd.

Please list your areas of highest proficiency, special skills or other expertise that may contribute to your ability to perform the above mentioned position.

PREVIOUS EXPERIENCE

Please list your last three (3) employers, beginning with the most recent.

1) Dates Employed **Company Name/Location** **Title/Role**

Job notes, tasks performed and reason for leaving: _____

2) Dates Employed **Company Name/Location** **Title/Role**

Job notes, tasks performed and reason for leaving: _____

3) Dates Employed **Company Name/Location** **Title/Role**

Job notes, tasks performed and reason for leaving: _____

APPLICATION FOR EMPLOYMENT, cont'd.

REFERENCES

1) Name: _____ Phone: _____

Address: _____

2) Name: _____ Phone: _____

Address: _____

3) Name: _____ Phone: _____

Address: _____

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application as may be necessary to arrive at an employment decision.

This application for employment shall be considered active for a period of time up to 45 days.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Greene Arc, Inc. (Employer) is of an "at will" nature, which means that the employee may resign at any time and the Employer may discharge the employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this Agency.

In the event of employment, I understand that false or misleading information given on my application or in my interview(s) may result in discharge. I understand that Act 33/43 clearances and FBI clearance must be passed per ODP State Regulations upon offer of employment. I also understand that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date