

**Sara Holbrook Community Center  
APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

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

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

\_\_\_\_\_  
*City State Zip Code*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are you either a U.S. citizen or an alien authorized to work in the United States? \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor within the last 5 years? If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_

*Please note that a criminal background check is mandatory in order to be employed by SHCC.*

**EMPLOYMENT DESIRED**

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Days/Hours Available: \_\_\_\_\_

Have you or any family member(s) ever worked for this agency or any of its programs? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What skills can you offer, pertinent to this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

High School/GED: \_\_\_\_\_ Years Attended: \_\_\_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Years Attended: \_\_\_\_\_ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Last Grade Completed: \_\_\_\_\_

Subjects of special study or research work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

List last three employers, beginning with most recent

Name of Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

**REFERENCES**

Please list three professional references; people not related to you whom you have known at least one year

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**EMERGENCY CONTACTS**

Full Name: \_\_\_\_\_ Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

I certify that this form and any attachments to it contain no false information and are complete and accurate to the best of my knowledge. I am aware that should information come to light that discloses misrepresentation or falsification, my application may be rejected. If already employed, I may be dismissed from service and disqualified from employment in a future position at the Sara Holbrook Community Center.

I authorize investigation of all statements contained herein and references listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release all parties from all liability for any damage that may result from furnishing information to you.

I understand and agree that if hired my employment is for no definite period and may be terminated at any time without prior notice, according to SHCC personnel policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In addition to this application, all prospective employees must submit a recent resume and three letters of reference.**