

Employment Application

Equal Opportunity Employer



INSTRUCTIONS

(If you need help in filling out this application form, please notify us so that we can try to accommodate your needs.)

1. Please read "Application Information."
2. Complete all pages of this form; please print clearly.

Date: _____ Home Phone: _____ Other Phone: _____

Name: _____ Social Sec. # _____

Street: _____ City: _____ State: _____ Zip: _____

Are you 18 years or older? _____ Yes _____ No

APPLICANT INFORMATION

This Application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. All qualified applicants will receive consideration without discrimination based on gender, marital status, race, religion, age, creed, national origin, or status as a qualified individual with a disability. A felony conviction will be considered but will not necessarily bar an applicant from employment. After a conditional offer of employment, and prior to reporting to work, you may be required to submit to a medical review and be examined by a medical professional designated by the Company.

I certify that I have read and understand the **APPLICANT INFORMATION** paragraph on this form and that the answers and statements given by me on this application are complete and true to the best of my knowledge and belief. I understand that employment with **Oak Hills C.C.**, if offered, will be at-will and may be terminated at any time for any reason, with or without notice or cause, by me or by **Oak Hills C.C.** I also understand that this arrangement may be changed only in writing, which is signed by the President of **Oak Hills C.C.** I understand that, if employed, I may from time to time receive wage increases, promotion, disciplinary action, performance evaluations, and the like, and that none of this is intended to alter the at-will nature of my employment.

Signature: _____ Date: _____

Position applying for: _____ Date available for work: _____

(Your application will be considered for this position only. If you wish to be considered in the future, please reapply.)

Can you perform the functions of the job you are applying for: _____ Yes _____ No (You may be asked to describe or demonstrate how you will be able to perform the functions of this job with or without reasonable accommodations.)

Can you lawfully work in the United States? _____ Yes _____ No (Proof of lawful work status will be required upon employment. (i.e. valid drivers license, social security card, green card)

Circle Highest Grade Completed: 7 8 9 10 11 12 13 14 15 16 16+

| | City, State | Graduated | Major |
|-------------------|-------------|-----------|-------|
| High School _____ | _____ | _____ | _____ |
| College _____ | _____ | _____ | _____ |
| Other _____ | _____ | _____ | _____ |

EMPLOYMENT REFERENCES

Your application may not be considered unless every question is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical.

Most Recent Employer: Are you currently working for this employer? _____ Yes _____ No
If yes, may we contact? _____ Yes _____ No

Company Name City/State Phone No.

Dates Employed: From _____ To _____ Job Title: _____

Supervisor's Name: _____ Salary _____ Per _____ Reason for Leaving _____

Duties: _____

Second Most Recent Employer:

Company Name City/State Phone No.

Dates Employed: From _____ To _____ Job Title: _____

Supervisor's Name: _____ Salary _____ Per _____ Reason for Leaving _____

Duties: _____

OTHER REFERENCES

Include only individuals familiar with your work ability. Do not include relatives.

| Name | Address/Phone | Years known/Relationship |
|----------|---------------|--------------------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |

Please list any other skills, licenses or certificates that may be job related or that you feel would be of value to this job or company: _____

Have you ever applied to **Oak Hills C.C.** before? _____ Yes _____ No

Have you ever been employed by **Oak Hills C.C.** before? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

If yes, please give date and describe: _____

RELEASE REGARDING INFORMATION

I authorize **Oak Hills C.C.** and/or its agents, including consumer reporting bureaus, to verify any of the information I have given in my application for employment including, but no limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said person, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Signature: _____ Date: _____