

APPLICANT INFORMATION

Full Name Phone

Previous Names Email

Address

City/State Zipcode

Are you applying for full-time or part-time employment? Full-Time Part-Time

Job Applied For: Annual Salary Desired:

Would you consider working occasional:

Weekends	Evenings
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No

Are you 18 years of age or older? Yes No

Are you a US Citizen or Alien legally authorized to work in the United States? Yes No

Long Range Goals:

EDUCATION/SKILLS AND PROFESSIONAL LICENSES

High School Name

Address

Last Year Completed:

- 1 3
 2 4

Did you graduate?

- Yes No

College Name

Address

Last Year Completed:

- 1 3
 2 4

Did you graduate?

- Yes No

List Diploma or Degree:

OTHER BUSINESS COLLEGE OR SPECIAL COURSES

Special Military Training, Post Graduate and Certificates/Licenses

Area(s) of specialization or major interest

List office skills including computer/software experience

Word Processing (Approx. WPM)

WORK EXPERIENCE

PREVIOUS JOB #1

Job Title

Employed From

To

Supervisor Name

Company Name

Address

City/State

Zipcode

Duties

Reason for leaving

PREVIOUS JOB #2

Job Title

Employed From

To

Supervisor Name

Company Name

Address

City/State

Zipcode

Duties

Reason for leaving

PREVIOUS JOB #3

Job Title

Employed From

To

Supervisor Name

Company Name

Address

City/State

Zipcode

Duties

Reason for leaving

Please identify and explain any gaps in employment longer than three (3) months.

LANGUAGE SKILLS

Language(s)

Do you speak?

- Fair
- Good
- Fluent

Do you read?

- Fair
- Good
- Fluent

Do you write?

- Fair
- Good
- Fluent

REFERENCES

List references who are not relatives

REFERENCE #1

Full Name

Relationship

Title

Phone Number

Email

Company Name

Company Address

City/State

Zipcode

REFERENCE #2

Full Name

Relationship

Title

Phone Number

Email

Company Name

Company Address

City/State

Zipcode

REFERENCE #3

Full Name

Relationship

Title

Phone Number

Email

Company Name

Company Address

City/State

Zipcode

CAREFULLY READ THIS SECTION PRIOR TO HITTING SUBMIT.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete.

I understand that any false or misleading representations or omissions made on the application or during the hiring process may disqualify me from further consideration for employment and may result in discharge even if discovered at a later date.

Spoon River Partnership for Economic Development is committed to providing a safe and healthy work environment and to promote the health and well-being of their employees.

- I hereby authorize persons, schools, my current employer (if applicable) and previous employers and other organizations to provide this facility and its affiliates with any requested information regarding my application or suitability for employment, and I completely release all such persons or entities from any and all liability related to the providing or use of such information.
- I understand that my employment is at-will which means that I may terminate the employment relationship at any time and for any reason with or without notice, and that the facility has the same right. I understand that no one has the authority to enter into any agreement contrary to the preceding sentence, except for a written agreement signed by an administrative representative of this facility and notarized.
- I hereby acknowledge that I have read the above statements, understand them and agree with them.

THANK YOU!