



Date Received

# Application for Employment

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

Positions Applied For		Date of Application		
How did you learn about us?	Friend/Relative	Employee (current or former)	Advertisement <i>please list</i>	
	Class Presentation	Job Center of Wisconsin	Job Fair	Other <i>please list</i>

Last Name	First Name	Middle Name		
Address	City	State	Zip Code	
Telephone Number(s)	Email			

Best time to contact you at home is.....			AM PM
Are you over 18 years of age? .....	Yes	No	
Have you ever filed an application with us before? .....	Yes	No	
If yes, give date			
Have you ever been employed with us before? .....	Yes	No	
If yes, give date			
Do any of your friends or relatives, other than spouse, work here? .....	Yes	No	
Are you currently employed? .....	Yes	No	
May we contact your present employer? .....	Yes	No	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? .....	Yes	No	
<i>Proof of citizenship or immigration status will be required upon employment</i>			
Date available to work	What is your desired salary range?		
Are you available to work:	Full-Time	Part-Time	
Shift	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Are you currently on "lay-off" status and subject to recall? .....	Yes	No	
Can you travel if the job requires it?.....	Yes	No	
Have you ever been convicted of a felony?.....	Yes	No	
<i>A criminal record does not constitute an automatic bar to employment, but will be considered if only it applies to the job in question.</i>			

# Education

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities including any professional, trade, business or civic activities and offices held.

# Employment Experience Please continue on a separate sheet of paper if you need additional space.

Start with your present or last job. Include any job-related military service assignments and volunteer activities for the last 5 years. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If applicable at the end indicate reason for absence of employment.

Employer	Dates Employed	From	To
Supervisor Name	Email	Phone Number	
City	State		
Job Title			
Reason for Leaving	Work Performed		

Employer  
Supervisor Name  
City  
Job Title  
Reason for Leaving

Dates Employed From To  
Email  
State  
Work Performed  
Phone Number

Employer  
Supervisor Name  
City  
Job Title  
Reason for Leaving

Dates Employed From To  
Email  
State  
Work Performed  
Phone Number

Employer  
Supervisor Name  
City  
Job Title  
Reason for Leaving

Dates Employed From To  
Email  
State  
Work Performed  
Phone Number

# Personal References

Please list at least three references. References should be current or previous supervisors, co-workers, teachers or anyone you have worked or volunteered with. Family members and friends are not acceptable.

Name How Known

Phone Number Email

Name How Known

Phone Number Email

Name How Known

Phone Number Email

**Chileda is an equal opportunity employer. This information is VOLUNTARY and will be used to assist us in our civil rights compliance.**

Race: Asian Native American Pacific Islander White  
African American Hispanic/Latino Other

Veteran: Yes No

**Note to Applicants:** DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation?

Yes No

## **Applicant's Statement**

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I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. The undersigned, an applicant for employment with Chileda, hereby authorizes the disclosure of any personal, educational, or employment information for use in determining suitability for employment. I release any and all parties from any claim for damages as a result of any disclosure of any information to Chileda. A copy of this authorization is deemed as valid as the original bearing my signature.

This application for employment shall be considered active for a period of time not to exceed three months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge 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 organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) or hiring paperwork including Background Information Disclosure forms may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature

Date

Print Name