

DC Centre Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the organization.

Personal Information

Date: _____

Name: _____ Social Security No.: ____ - ____ - ____

Address: _____ City: _____ ZipCode: _____

Telephone: () _____ Alternate Telephone: () _____

Referred by: _____ Position Applying for: _____

Are you at least 18 years of age? Yes or No

Are you a U.S. Citizen or authorized to work in the United States? Yes or No

Have you previously been employed by our organization? Yes or No

Desired rate of compensation: _____

Type of employment desired? Fulltime Part-time Temporary

Date available for employment: _____

Are you currently employed? Yes or No If yes, may we contact your present employer?
 Yes or No

Educational Background

High School & location	Did you Graduate?	subjects studied
	<input type="checkbox"/> Yes or <input type="checkbox"/> No	

College/University & location	Did you Graduate?	subjects studied
	<input type="checkbox"/> Yes or <input type="checkbox"/> No	

General Information

Summarize any job-related training, skills, licenses, certificates, and or other qualifications.

Employment History

Employer: _____ Position Held: _____
 Immediate supervisor: _____ Telephone: _____
 Dates employed: _____ to _____ Reason for leaving: _____
 Salary (upon leaving): _____ Job Summary: _____

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References (list professional or academic acquaintances, not friends or relatives)

Name	Telephone	Years known	Occupation

D.C. Centre is an equal opportunity / Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, sexual orientation, or any other legally protected class.

I understand that D.C. Centre will consider requests for accommodations of physical or mental disabilities at any time before or after employment begins. I understand that the company would appreciate as much advance notice as possible regarding requests for accommodation, and that documentation of the need for accommodations might be required.

In compliance with the Immigration Reform and Control Act of 1986, The Specialty group will only hire U.S. citizens and aliens lawfully authorized to work in the United States. Prior to beginning employment, all new employees will be required to complete Form I-9 Employment Eligibility verification.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the company.

I understand that any employment is conditioned on a background check. I authorize the company to thoroughly investigate all statements contained in my application, and I authorize my former employers and references to disclose information regarding my former employment. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire.

Date: _____ **Signature:** _____