



## Employment Application

*Programs, services and employment are available equally to everyone. Please inform the Client Service Representative if you require reasonable accommodations to the applications or interview.*

**Date:** \_\_\_\_\_

### APPLICANT DATA:

How were you referred to us: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile/Other Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Wage Requested: \_\_\_\_\_

Worked/Applied here before:  Yes  No If yes when? \_\_\_\_\_

Type of employment desired:  Full-time  Part-Time | \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

Have you ever worked under another name?  Yes  No

If yes, what name(s): \_\_\_\_\_

Have you **ever** been convicted of a crime?  Yes  No

If yes, where, when and what was the disposition of the case? \_\_\_\_\_

*Answering yes to the previous question does not constitute an automatic rejection of employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken under consideration.*

Are you at least 18 years of age?  Yes  No

### EDUCATION:

High school: \_\_\_\_\_ Address: \_\_\_\_\_

# of Years Completed: \_\_\_\_\_ Did you graduate:  Yes  No

College/University: \_\_\_\_\_ Address: \_\_\_\_\_

# of Years Completed: \_\_\_\_\_ Did you graduate:  Yes  No Degree: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

# of Years Completed: \_\_\_\_\_ Did you graduate:  Yes  No Degree: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_



**SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:**

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**PREVIOUS EMPLOYMENT (begin with the most recent position):**

Dates of employment: From: \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_ Position(s) Held: \_\_\_\_\_  
Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

May we contact this employer for reference?  Yes  No

Dates of employment: From: \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_ Position(s) Held: \_\_\_\_\_  
Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

May we contact this employer for reference?  Yes  No

Dates of employment: From: \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_ Position(s) Held: \_\_\_\_\_  
Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

May we contact this employer for reference?  Yes  No



**REFERENCES:**

Please furnish the names, addresses, and telephone numbers of four people to whom you are not related and by whom you have been employed, or worked under the direction of:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PAWS is an Equal Opportunity Employer. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, ancestry, sex, sexual orientation, gender identity, familial status, marital status, age, disability, special disabled veteran, recently separated veterans, other protected veteran, or Vietnam-era veteran status.

In compliance with federal law, all persons will be required to verify identity and eligibility to work in the United States and to complete the required verification upon hire.

**AGREEMENT:**

I hereby certify that all information in my application is true and complete to the best of my knowledge. I understand that PAWS will perform a background investigation to make inquiries regarding my education, work experience, criminal history, and references to determine my suitability for employment. I authorize PAWS to secure any information necessary to make a decision. I understand that employment with PAWS is contingent upon satisfactory results of the background investigation. I understand that PAWS will adhere to the provisions of state and federal statutes concerning the securing of information, handling, utilization, and release of information obtained in the pre-employment investigation.

I hereby authorize employers, schools and individuals to provide information in response to inquiries from PAWS in connection with my application for employment.

I agree to abide by all applicable PAWS rules, regulations and policies upon my acceptance of employment.

False Statements: In applying for positions at PAWS, I understand that any false statement, misrepresentation, or omission of requested information will disqualify me for employment consideration or cause my subsequent dismissal.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_