

# Employment Application

Return to: North/Eastside Senior Coalition, 1625 Northport Dr #125, Madison WI 53704 (608) 243-5252

**GENERAL INFORMATION**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Home Address: \_\_\_\_\_  
Street City State Zip

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_

Are you 18 years of age or older?  Yes  No Email address: \_\_\_\_\_

Have you been convicted of a state or federal felony? (This information is only evaluated if it substantially relates to the position you are applying for.) If yes, please indicate in what state and please explain:  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of identity and employment eligibility will be required upon employment.)  Yes  No

Position Applied For: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Have you applied for a job with us before?  Yes  No If so, when? \_\_\_\_\_

Employment Desired:  Full-time  Part-time  Full- or Part-time

Have you been employed by us in the past?  Yes  No If so, when & in what capacity? \_\_\_\_\_

How were you referred to us?  Advertisement  Job Service  Employment Agency  Friend/Relative  Internet  Other (explain): \_\_\_\_\_

How many hours can you work per week? \_\_\_\_\_

	<u>Days/Hours Available to Work</u>			
Can you work nights? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mon. _____	Fri. _____		
	Tue. _____	Sat. _____		
	Wed. _____	Sun. _____		
Date available to start: _____	Thur. _____	No Preference		

**EDUCATION** *List most recent first*

<u>Name and Location of School</u>	<u>Major/ Area of Study</u>	<u>Did you Graduate?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Degree Received</u>
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional training, skills, experience, special achievements, certificates, etc. relevant this to position **AND** volunteer experience that helps to qualify you for this position: \_\_\_\_\_

**WORK EXPERIENCE** *List present and former employers, beginning with the most recent*

From	To	Employer	Phone
Job Title		Address	
Immediate Supervisor & Title		Duties Performed	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			Rate of Pay
From	To	Employer	Phone
Job Title		Address	
Immediate Supervisor & Title		Duties Performed	
Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			Rate of Pay
From	To	Employer	Phone
Job Title		Address	
Immediate Supervisor & Title		Duties Performed	
Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			Rate of Pay
From	To	Employer	Phone
Job Title		Address	
Immediate Supervisor & Title		Duties Performed	
Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			Rate of Pay

**REFERENCES**    *Please list three **business** references*

<u>Name</u>	<u>Email Address</u>	<u>Phone Number</u>	<u>Relationship to You</u>
1)			
2)			
3)			

North/Eastside Senior Coalition (NESCO) is an equal opportunity employer and fully subscribes to the principles of equal employment opportunity. It is the policy of this company to provide employment compensation and other benefits related to employment based upon qualifications, without regard to race, color, religion, national origin, age, gender, veteran status, disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

**All applicants should carefully read the following statements before signing below.**

I hereby certify the answers given by me to the above questions and statements are true and correct and hereby authorize North/Eastside Senior Coalition (NESCO) to contact and investigate my former and current employers, educational institutions, and all other pertinent parties, and the right to fully investigate my background, which may include a criminal background investigation and a verification of my driving record. It is understood and agreed any misrepresentation, false statement or omission by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to North/Eastside Senior Coalition (NESCO).

I further understand no representative of North/Eastside Senior Coalition (NESCO) has the authority to enter into any agreement for employment for any specified period of time and North/Eastside Senior Coalition (NESCO) is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by North/Eastside Senior Coalition (NESCO).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Application Self-Identification Form

Confidential – For Statistical Use Only

NORTH/EASTSIDE SENIOR COALITION (NESCO) is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, veteran status, sexual orientation or any other basis protected by applicable law. The information provided below will be used in the compilation of data for government reporting. Completion of this data is voluntary and will not affect your opportunity for employment or, if hired, the terms or conditions of employment.

1. Your name (please print): \_\_\_\_\_

2. Position for which you are applying: \_\_\_\_\_

3. Gender:     Male     Female

4. Race/ethnicity:

- American Indian/Native American or Alaskan Native (not Hispanic or Latino) – *A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.*
- Asian – *Persons having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including Cambodia, China, Japan, Korea, India, Malaysia, Pakistan, Nepal, the Philippine Islands, Thailand and Vietnam.*
- Native Hawaiian or Other Pacific Islander – *Persons having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.*
- Hispanic or Latino – *A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*
- White (not Hispanic or Latino) – *A person having origins in any of the original peoples of Europe, the Middle East or North Africa.*
- Black/African American (not Hispanic or Latino) – *A person having origins in any of the black racial groups of Africa.*
- Two or more races – *All persons who identify with more than one of the above races.*
- I do not wish to self-identify.

5. How did you learn of this position? (Check all that apply)

- Advertisement in newspaper, newsletter, magazine or journal (title): \_\_\_\_\_
- Internal job posting
- Referred by current or former employee (name): \_\_\_\_\_
- Electronic bulletin board/job listing or website (name): \_\_\_\_\_
- Professional organization or meeting (name): \_\_\_\_\_
- I contacted NESCO regarding possible openings.
- Other (explain): \_\_\_\_\_

**We are an Equal Opportunity/Affirmative Action employer**

