

APPLICATION FOR EMPLOYMENT Serbian-American Cultural Center

The Serbian-American Cultural Center is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. PLEASE PRINT legibly, except for the signature at the end of the application.

Position Applied for:	Today's Date:
Type of Employment Sought: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Available to work: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	
Date you could begin work:	
Salary Desired:	

Name: (Last, First, Middle)	Telephone Number(s):
Street Address, City, State ZIP:	
If hired, can you furnish proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security Number:	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you may be required to submit proof of age.)	

Have you ever applied for a position here before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?
Were you ever employed here?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details. (Conviction does not automatically disqualify you from employment.)		

EDUCATION

List Names and Addresses of Schools

	Number of Years Completed	Diploma/Degree/Certification Earned
High School or GED:		
College or University:		
College or University:		
Vocational or Technical School:		
Other:		
Other:		
Other:		

SPECIAL SKILLS

What skills or additional training do you have that relate to the job for which you are applying?

List professional, trade, business, or civic activities and offices held. (You should exclude labor organizations and any memberships which reveal race, color, religion, national origin, sex, age, disability, or other protected status.)

WORK HISTORY

List names of employers in consecutive order with present or most recent employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name. PLEASE PROVIDE MONTH AND YEAR OF EMPLOYMENT IN ALL CASES.

Name of Employer Address Telephone Number	Supervisor	
	Dates of Employment From (Mo/Yr)	To (Mo/Yr)
	Pay Start	Final
Title	Reason for Leaving	
Duties		

Name of Employer Address Telephone Number	Supervisor	
	Dates of Employment From (Mo/Yr)	To (Mo/Yr)
	Pay Start	Final
Title	Reason for Leaving	
Duties		

Name of Employer Address Telephone Number	Supervisor	
	Dates of Employment From (Mo/Yr)	To (Mo/Yr)
	Pay Start	Final
Title	Reason for Leaving	
Duties		

Name of Employer	Supervisor	
Address	Dates of Employment From (Mo/Yr)	To (Mo/Yr)
Telephone Number	Pay Start	Final
Title	Reason for Leaving	
Duties		

REFERENCES		
Have you worked or attended school under any other names? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give names.		
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, whom should we contact?		
Provide three professional references:		
Name	Address	Telephone

APPLICANT'S CERTIFICATION AND AGREEMENT	
<p>I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Serbian-American Cultural Center (SACC) to verify their accuracy and to obtain reference information on my previous and current work performance. I hereby release the SACC from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.</p> <p>I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.</p> <p>I understand that, if an employment offer is extended to me, the SACC may request a credit report and a criminal background report and that I am entitled to a complete disclosure of the nature and scope of these reports. I also understand that, if an employment offer is extended to me, I may be required to successfully pass a drug screening examination.</p> <p>I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment at the SACC. I further understand that neither the policies, rules, regulations, nor this application for employment creates a contract of employment nor guarantees employment for any definite period of time. I understand that any employment offer is for an indefinite duration and is "at will" and that either I or the SACC may terminate my employment at any time with or without notice or cause.</p> <p>I have read, understood, and, by my signature, consent to the above statements.</p>	
Signature of Applicant _____	Date _____