

EARC
P.O. Box 268
Edmond, Ok 73083

Application for Employment

Personal Information:

Full Name: _____ Social Security Number: _____

Address: _____
City, State: _____ Zip Code: _____
Home Phone: _____ Work Phone: _____

Employment Applying For:

Position Applying for: _____

Full Time: _____ Part Time: _____ PRN: _____

Can you work?

Day's _____ Evenings _____ Overnight _____ Weekends _____

List any days you are unable to work: _____

Date you can begin work: _____ Desired Salary: _____

How did you hear about this job? _____

Have you worked here before? _____ If so, when? _____

Previous Position w/ EARC: _____

Reason for Leaving: _____

List any relatives or friends working for EARC now:

Are you currently employed? _____ If so, may we contact your present employer? _____

At the time of employment, can you provide verification of your legal right to work in the US? _____

Employment History - List Most Current First

Company Name: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Job Responsibilities: _____

Dates of Employment: _____ Salary: _____

Reason for leaving: _____

Company Name: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Job Responsibilities: _____

Dates of Employment: _____ Salary: _____

Reason for leaving: _____

Company Name: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Job Responsibilities: _____

Dates of Employment: _____ Salary: _____

Reason for leaving: _____

Education:

High School: _____ Location: _____

Did you graduate? _____

College/University: _____ Location: _____

Did you graduate? _____

Major Field of Study: _____

Trade or Business School: _____ Location: _____

Field of Study: _____

Did you graduate? _____

Graduate School: _____ Location: _____

Field of Study: _____ Did you graduate? : _____

List Other Certificates or Training:

References- List Three Individuals (not related to you) who are familiar with your work related skills:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Reference- List One individual related to you:

Name: _____ Phone: _____

Have you ever been convicted of a Felony? _____

EARC is an equal employment opportunity employer and does not discriminate because of age, sex, race, national origin, disability, or religious preference. EARC is a drug and alcohol free workplace. All employees must submit to a pre-employment drug test. Some positions require a pre-employment physical exam. Some positions require a Motor Vehicle Report from the State of Oklahoma. Persons convicted of specific crimes may not be employed at this company due to state regulations. Smoking is prohibited at all EARC facilities. All offers of employment are contingent upon passing a pre-employment drug test and criminal background check. All employment with EARC is "at will" and may be terminated by the employee or the company at any time with or without cause. Falsification of any information on the application could result in termination of employment. By signing this application for employment, you are agreeing to the above terms of employment.

Signature of Applicant

Date

BACKGROUND RELEASE AUTHORIZATION

I understand that by my signature below I authorize _____ to investigate my background including, but not limited to consumer credit reports, criminal history information, motor vehicle records, previous employer verifications, education verifications, workers' compensation reports by social security number from the workers' compensation court, and other reports. These reports may include information as to my character, work habits, performance and experience, along with reason for termination of past employment.

I further understand that the above mentioned employer, and/or its authorized agent may be requesting information from various Federal, State, private, insurance, and other agencies concerning my past activities relating to credit, driving, criminal, civil, and other experiences.

I voluntarily and knowingly authorize each and every present and past employer or supervisor; college university or other educational institution; finance bureau/ office; credit bureau; collection agency; private business; personal reference; and other persons to give records of information they have concerning my credit, criminal history, health, character, and employment or any other information requested by the above mentioned employer or its authorized agent.

I voluntarily, knowingly and unconditionally release any named or unnamed reporting party from any and all liability resulting from the furnishing of any information to either the employer or its authorized agent.

The purpose of this release form is to notify you that a consumer report will be compiled in the course of consideration for your employment.

Applicant signature _____
Date

Full legal name: _____

Social security number: _____ Date of birth: _____

Driver's license number: _____ State issued: _____

Maiden name (if applicable): _____

Name of applicant (print)	Date
Name of provider agency	

PART 2

Applicants for the position of community services worker are required to report all former employers. Giving false information results in termination of employment. Please attach another page, if necessary.

Name of Employer	Address City, State, Zip	Approximate Dates of Employment

How Did You Hear About Us?

- Craig's List
- Daily Oklahoman
- Gazette
- Guthrie News Leader
- OK Job Match
- Edmond Sun
- Referred By _____
- Other _____