



## Employment Application

Please fill out all the information below.

Equal Access to programs, services and employment is available to all persons.

Those applicants requiring reasonable accommodation to the application and/or interview process should notify the HR technician at MSMVCD.

We are an Equal Opportunity Employer.

**Position (s) applied for:**

**Name \***

First Name

Middle Name

Last Name

**Phone Number \***

**Email**

example@example.com

**Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**How were you referred to us? \***

Walk-In

Newspaper Ad

Twitter

Other (please specify)

Referral

Facebook

LinkedIn

**If Other, please specify:**

**Motivation Letter \***

**Have you submitted an application here before?**

Please Select

**Have you ever been employee here before?**

Please Select

**If you have been employed here previously, please provide the dates of employment:**

**Are you legally eligible for employment in this country?**

Please Select

**What is your first available date to start work?**

**As they have been explained to you in the job description, are you able to meet the attendance requirements of this position?**

Please Select

**Driving may be required in this position, please provide your Driver's license number and issuing State.**

The District requires a background and DMV check for all employees who will be driving District vehicles.

NOTE: Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (In answering these questions, do not include minor traffic infractions and convictions that have been judicially dismissed or ordered sealed, expunged or statutorily eradicated, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs.

**Have you ever pleaded "guilty" or "no contest" to or been convicted of a misdemeanor or felony?**

**Have you ever been bonded?**

**If "yes", please provide dates and details.**

**Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial?**

**If "yes" please provide dates and details.**

**Have you entered into an agreement with any former employer or other party (such as a non-competition agreement) that might in any way, restrict your ability to work for your company?**

**If "yes" please provide dates and details.**

## Employment History

In the box below, please provide the name, address, phone number, Manager's name, position held, and dates of employment for 3 previous employers. Most Recent Employer first.

**List Three Previous Employment Experiences:**

**Explain any gaps in your employment history other than those due to personal illness, injury or disability.**

## Educational Background

Starting with your most recent school attended, please provide your educational experience. Please list in the box below: Name of School, Years Attended, Major or Concentration, and Highest Level of Degree.

## References

Please list two (2) references that are familiar with your work life.

**Name**

First Name

Last Name

**Email**

example@example.com

**Phone Number**

Area Code

Phone Number

**Relationship to Applicant:**

**Name**

First Name

Last Name

**Email**

example@example.com

**Phone Number**

Area Code

Phone Number

**Relationship to Applicant:**

## Skills and Training

Summarize any special training, skills, licenses and/or certifications that may assist you in performing the position for which you are applying.

**List here:**

## Applicant Statement

Please read the statement below before signing your application.

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview.

I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

The District does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law.

The District likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer).

The District takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**Date of Application Submission**

Month Day Year

Submit Application

**List any special accomplishments, publications, awards, etc.**

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.