



Application for Employment

Personal Data								
Last Name	First Name				M.I.	Date of Application		
Address						Home Phone		
City, State, Zip Code						Cell Phone		
Position(s) applied for:								
1.			2.			3.		
Have you previously been employed by CitySquare or any of its affiliates? Yes <input type="checkbox"/> No <input type="checkbox"/>						Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, location: From to								
Work Hours/Shift Preferred Check all that apply	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	PRN <input type="checkbox"/>	Temp. <input type="checkbox"/>	Days <input type="checkbox"/>	Evenings <input type="checkbox"/>	Nights <input type="checkbox"/>	Weekends <input type="checkbox"/>
Overtime may be required from time to time. Will you be able to complete overtime work if required? Yes <input type="checkbox"/> No <input type="checkbox"/>								
All personnel are employed with the understanding that they have a means of transportation to get to work on time each day and when called in on short notice and will work the schedule assigned to meet the needs of the facility.								
Upon employment, are you able to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>								
Upon employment, you will be required to show proof of citizenship or alien registration receipt.								
Have you reviewed a copy of the job description for the position for which you are applying? Yes <input type="checkbox"/> No <input type="checkbox"/>								
Are you able to perform the essential functions of the job as described with or without accommodations? Yes <input type="checkbox"/> No <input type="checkbox"/>								

Education						
	Name of School	Location	Course of Study (Major)	Did you graduate?	Number of years completed	Degree or Diploma
High School				Yes <input type="checkbox"/> No <input type="checkbox"/>		
College				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Graduate				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Business/ Trade/ Technical				Yes <input type="checkbox"/> No <input type="checkbox"/>		

*All statements made by applicants for employment may be checked for accuracy.

Employment History	
(Please complete the following beginning with your most recent position and going back for 10 years including any military service – please account for any breaks in employment on page 3)	
Company Name	Dates Employed (Mo/Yr) From To
Address	Telephone
City, State, Zip	Hourly/Annual Pay Beginning Ending
Title/Position	Supervisor's Name and Title

Briefly describe your duties:	Person(s) we may contact for reference
Reason for leaving:	

Company Name	Dates Employed (Mo/Yr)	
	From	To
Address	Telephone	
City, State, Zip	Hourly/Annual Pay	
	Beginning	Ending
Title/Position	Supervisor's Name and Title	
Briefly describe your duties:	Person(s) we may contact for reference	
Reason for leaving:		

Company Name	Dates Employed (Mo/Yr)	
	From	To
Address	Telephone	
City, State, Zip	Hourly/Annual Pay	
	Beginning	Ending
Title/Position	Supervisor's Name and Title	
Briefly describe your duties:	Person(s) we may contact for reference	
Reason for leaving:		

Company Name	Dates Employed (Mo/Yr)	
	From	To
Address	Telephone	
City, State, Zip	Hourly/Annual Pay	
	Beginning	Ending
Title/Position	Supervisor's Name and Title	
Briefly describe your duties:	Person(s) we may contact for reference	
Reason for leaving:		

Comments regarding breaks in employment:

Have you ever been discharged or asked to resign from a job? Yes No

If yes, please explain:

Skills/Training

Special skills you possess or specific training received that are applicable to the positions being applied for:

Professional Registration/Licensure or Certification

Type	State	ID No.	Expiration Date

Other states where formerly or currently registered?

Is your professional license or registration currently suspended or revoked in any state? Yes No

If yes, explain:

Have you ever had a professional license or registration revoked in any state? Yes No

If yes, explain:

Certification

By signing this application, and as an applicant for employment, I understand and certify the following:

- The information given by me in this application is complete and true in all respects. Any omission, misrepresentation or falsification will preclude my application from further consideration. If employed, the subsequent disclosure of any omission, misrepresentation or falsification of information will result in the termination of my employment.
- CitySquare will make all necessary and appropriate investigations to verify the information contained herein. I authorize and consent to my current and former employers, educational institutions and/or persons or organizations named in this application to release information to CitySquare that may be required to make an employment decision.
- Nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between CitySquare and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promises or guarantees are binding upon CitySquare unless made in writing.
- If I am offered employment by CitySquare, my employment will be for no definite term and that either I or CitySquare will have the right to terminate the employment relationship at any time, without cause and with or without notice. I also understand that this status can only be altered by a written contract that is specific as to all material terms and is signed by me and the Executive Director of CitySquare.
- If I am offered employment, an investigative consumer report will be completed for employment purposes as appropriate to the position and upon my written authorization. I will have the right to make a written request for a complete and accurate disclosure.
- If I am offered employment, my employment is conditioned on the provision of satisfactory proof of my identity and legal authority to work in the United States and the satisfactory completion of a pre-employment drug screening for substance abuse.
- Any employee handbook or other personnel policies maintained by CitySquare do not constitute an employment contract, but are merely gratuitous statements of CitySquare's current policies.

Applicant Signature

Date

This application will remain active for a period of 90 days.

CitySquare is committed to the maximum utilization of all human resources and the goal of Equal Employment Opportunity. These objectives are reflected in all aspects of our daily operations. CitySquare shall continue to recruit, hire, train, compensate and promote in all job categories without regard to race, color, national origin, sex, age or disability, except where age or sex are bona fide occupational qualifications, or where disability is a bona fide occupational disqualification. As a Christian ministry, CitySquare reserves the right to select employees whose religious beliefs and practices are consistent with CitySquare's purpose and mission.

For CitySquare's Use Only

Notice/Authorization for Release of Information for Employment Purposes/Investigative Consumer Report

Drug Screening Authorization