



Application for Employment

Equal access to programs and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

Personal Data (Please Print)

Position(s) applied for _____ Date of application _____

Name _____ Email _____
Last First M

Address _____
Street City State Zip

Home phone# _____ Cell phone# _____ Referral Source _____

If you are under 18 and it is required, can you furnish a work permit? YES NO

If NO, please explain _____

Have you ever been employed by Effingham Equity before? YES NO

If YES, give dates and positions _____

Are you legally eligible for employment in the United States? YES NO
(Proof of identity and employment authorization will be required upon employment)

Date available to start work _____ Type of employment desired Full-Time Seasonal

If seasonal, list day(s) and hour(s) available.. _____ Will you work overtime? YES NO

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? YES NO
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Driver's License number: _____ State _____

Do you currently possess a Commercial Driver's License? YES NO If so, list CDL Class and endorsements _____

Employment History (Please Print) Starting with your most recent employer, provide the following information:

1) Employer Name _____ Address _____

Phone# _____ Position Held _____ Name of Supervisor _____

May we contact for reference? YES NO Dates employed: From _____ To _____

Why did you leave? _____

Summarize the type of work and job responsibilities. _____

2) Employer Name _____ Address _____

Phone# _____ Position Held _____ Name of Supervisor _____

May we contact for reference? YES NO Dates employed: From _____ To _____

Why did you leave? _____

Summarize the type of work and job responsibilities. _____

3) Employer Name _____ Address _____

Phone# _____ Position Held _____ Name of Supervisor _____

May we contact for reference? YES NO Dates employed: From _____ To _____

Why did you leave? _____

Summarize the type of work and job responsibilities. _____

PLEASE FILL OUT REVERSE SIDE

Skills and Qualifications (Please Print)

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

Education and Training (Please Print)

Starting with your most recent school attended, provide the following information.

Name and Address of School	Circle Last Year Completed	Specific Degree/Certificate Completed
	1 2 3 4	
	1 2 3 4	
	1 2 3 4	

List any other Training and Courses

- 1) Name & Title _____ Telephone# _____ Relationship _____ Years Known _____
- 2) Name & Title _____ Telephone# _____ Relationship _____ Years Known _____
- 3) Name & Title _____ Telephone# _____ Relationship _____ Years Known _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Effingham Equity is true, complete, and correct. 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 Effingham Equity 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 Effingham Equity 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 Effingham Equity's General Manager.

Effingham Equity 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, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. Effingham Equity likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Effingham Equity 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 1) eliminate me from further consideration for employment, or 2) may result in my immediate discharge from Effingham Equity's service, whenever it is discovered.

Authorization to Release and Obtain Information

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state and local laws, I hereby authorize and permit Effingham Equity to obtain a consumer report and/or an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, civil record, and drug testing;
3. (For truck driver's only) In accordance with the Federal Motor Carrier Safety Regulations Section 382.413, information concerning alcohol and controlled substances;
4. Verification of my academic and/or professional credentials and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information. I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm, entity that discloses matters in accordance with this authorization, as well as Effingham Equity from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize Effingham Equity to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT AND AUTHORIZATION.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement and Authorization to Release and Obtain Information.

Signature of Applicant: _____ Date: _____