

**APPLICATION FOR EMPLOYMENT**

Please print or type. Answer all questions completely and show clearly that you meet the requirements of the position applied for. The information will be used to determine if your application is accepted. Part or all of your rating will be based on this information.



1407 S. 13<sup>th</sup> Street, Sheboygan, WI 53081

**We are an Equal Opportunity Employer**

| APPLICANT INFORMATION  |   |  |                       |                     |
|--|---|--|-----------------------|---------------------|
| Last Name  |   | First Name   |                       | M.I.      Date      |
| Street Address   |   |  | Apartment/Unit #      |                     |
| City   |   | State  |                       | ZIP                 |
| Phone  |   | E-mail Address   |                       |                     |
| Date Available   | Do you have a valid driver's license?    YES <input type="checkbox"/> NO <input type="checkbox"/> |  | If "YES" State Issued | Desired Salary      |
| Position Applied for   |   |  |                       |                     |
| How were you referred to the company? <input type="checkbox"/> Friend /Relative <input type="checkbox"/> Job Center of Wisconsin <input type="checkbox"/> Job Board <input type="checkbox"/> Other   |   |  |                       |                     |
| Please specify job board:      Please explain:   |   |  |                       |                     |
| Are you legally authorized to work in the U.S.    YES <input type="checkbox"/> NO <input type="checkbox"/> (If hired, you will be required to provide proof of work authorization.)  |   |  |                       |                     |
| Have you ever worked for this company?    YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?  |   |  |                       |                     |
| Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations.    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain<br><small>Convictions are not an automatic bar to employment.</small><br>1) nature of crime<br>2) date convicted<br>3) state convicted |   |  |                       |                     |
| Do you have any pending criminal charges against you?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, describe<br>1) nature of charges<br>2) date issued<br>3) state issued  |   |  |                       |                     |
| EDUCATION  |   |  |                       |                     |
| High School  |   | Address  |                       |                     |
| Did you graduate?  |   | YES <input type="checkbox"/> NO <input type="checkbox"/> |                       | Degree              |
| College  |   | Address  |                       |                     |
| Did you graduate?  |   | YES <input type="checkbox"/> NO <input type="checkbox"/> |                       | Degree              |
| Other  |   | Address  |                       |                     |
| Did you graduate?  |   | YES <input type="checkbox"/> NO <input type="checkbox"/> |                       | Degree              |
| List any licenses, registrations, or certificates you possess  |   |  |                       |                     |
| Subjects of special study or research work   |   |  |                       |                     |
| Special skills   |   |  |                       |                     |
| Activities (civic, athletic, etc.)      Please exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color, or nation of origin of its members.  |   |  |                       |                     |
| EMPLOYMENT INFORMATION   |   |  |                       |                     |
| Were you ever discharged or asked to resign?    YES <input type="checkbox"/> NO <input type="checkbox"/><br>If yes, please explain:  |   |  |                       |                     |
| Is this the only income producing job you intend to have?    YES <input type="checkbox"/> NO <input type="checkbox"/> If no, explain:  |   |  |                       |                     |
| Please list your previous employment history below. Begin with your present/most recent employer and work back. Account for ALL time during the last 15 years, including periods of unemployment. Answer all questions even if you submit a resume. If more space is needed, fill out a blank sheet and attach.                                    |   |  |                       |                     |
| Employer   |   | Phone    (    )  |                       |                     |
| Address  |   | Supervisor   |                       |                     |
| Job Title  |   | Starting Salary  | \$                    | Ending Salary    \$ |
| Responsibilities   |   |  |                       |                     |
| From   | To  | Reason for Leaving                                       |                       |                     |
| If currently employed, may we contact as a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>  |   |  |                       |                     |

|   |                    |                    |    |
|---|--------------------|--------------------|----|
| Employer  |                    | Phone ( )          |    |
| Address   |                    | Supervisor         |    |
| Job Title   | Starting Salary \$ | Ending Salary \$   |    |
| Responsibilities  |                    |                    |    |
| From  | To                 | Reason for Leaving |    |
| Employer  |                    | Phone ( )          |    |
| Address   |                    | Supervisor         |    |
| Job Title   | Starting Salary \$ | Ending Salary \$   |    |
| Responsibilities  |                    |                    |    |
| From  | To                 | Reason for Leaving |    |
| Employer  |                    | Phone ( )          |    |
| Address   |                    | Supervisor         |    |
| Job Title   | Starting Salary \$ | Ending Salary \$   |    |
| Responsibilities  |                    |                    |    |
| From  | To                 | Reason for Leaving |    |
| Employer  |                    | Phone ( )          |    |
| Address   |                    | Supervisor         |    |
| Job Title   | Starting Salary \$ | Ending Salary \$   |    |
| Responsibilities  |                    |                    |    |
| From  | To                 | Reason for Leaving |    |
| <b>MILITARY SERVICE</b>   |                    |                    |    |
| Branch  |                    | From               | To |
| Duties Performed  |                    |                    |    |
| Rank at Discharge   |                    |                    |    |
| <b>DISCLAIMER AND SIGNATURE</b>   |                    |                    |    |
| <u>Please Read Carefully Before Signing This Form</u>   |                    |                    |    |
| <ol style="list-style-type: none"> <li>All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.</li> <li>I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information about my employment and do hereby release Partners for Community Development, Inc. and its employees from all liability resulting from such investigation. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.</li> <li>I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)</li> <li>Regardless of whether or not I become employed by the company, I recognize this application is not and should not be considered a contract of employment. I understand that employment at the company is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company's, unless specifically provided otherwise in a written employment contract. I understand that no company representative, other than its Executive Director, and then only when in writing and signed by the Executive Director, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.</li> <li>If hired, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without noticed, at any time by the company.</li> <li>Federal and state laws prohibit discrimination based upon this information. We are an Equal Opportunity Employer. Your opportunity for employment or promotion will be based on your merit and fitness and no other consideration.</li> </ol> |                    |                    |    |
| Signature _____   |                    | Date _____         |    |



Partners for Community Development, Inc. is an Equal Opportunity Employer.

Company policy prohibits discrimination in accordance with applicable Federal and State laws. Applicants for employment with disabilities may call the company to receive application forms by mail and should notify the company if specific accommodations need to be arranged for testing, interviewing, etc. Accommodations for hearing, speech, and visually impaired persons can be provided through auxiliary aids upon advance notice.

Only original Applications for Employment will be accepted.

Applications for Employment for current openings will be distributed and/or accepted on any normal workday until a sufficient number of qualified individuals have applied, as determined by the company.

The statement of duties, responsibilities and qualifications listed in an advertisement or on the job description should not be construed as all-inclusive. It is the applicant's responsibility to fully and correctly complete the application. Be sure to place the correct job title of the position you are applying for on the application form. If no job title is specified, the applicant will only be considered for an entry-level position. If you are still employed, please indicate this. Failure to provide accurate and complete application may result in your not being considered for the position and can result in termination after hire for serious omissions or inaccuracies.

Only the most qualified applicants, based on an evaluation of the stated skills, training, and experience, will be given further employment consideration. Evaluations of the most qualified applicants will be made through the job-related written examinations and/or interviews.

Applications for Employment will be considered active for a period of ninety (90) days from the date of application and may only remain active if reaffirmed or updated by the applicant within ninety (90) day intervals, after which they will be considered inactive for all purposes.

There are certain residency requirements depending on which position you are applying for.

Thank you for considering Partners for Community Development, Inc.