

# Application for Employment



## ● Applicant Information

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

State: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position applying for: \_\_\_\_\_

How were you referred to this company?

Agency ☐ Walk-in ☐ Friend/Relative ☐ Website ☐ School ☐ Other ☐ \_\_\_\_\_

Employment Desired:

Full-Time ☐ Part-Time ☐ Temporary/Summer ☐

Are you available to work weekends? Yes ☐ No ☐

Are you 18 years of age or older? Yes ☐ No ☐

Are you authorized to work in the United States? Yes ☐ No ☐

Have you ever applied at this company before? Yes ☐ No ☐

If yes, when? \_\_\_\_\_

Have you ever worked at this company before? Yes ☐ No ☐

If yes, when? \_\_\_\_\_

Do you have a valid driver's license? (Driving Jobs Only) Yes ☐ No ☐

Class of License \_\_\_\_\_

Have you ever been convicted of a felony? Yes ☐ No ☐

*If yes, explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (A "yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will also be considered.)*

## ● Education

School	Name and Location	Number of Years Attended	Diploma or Degree Received
High School or GED			
College			
Graduate			
Vocational/ Technical			

**Training Courses** – List any relevant academic honors, awards, scholarships, professional organizations, volunteer activities, certificates, publication, licenses or any other information you consider significant and relevant to employment:

Course/Seminar	Organization	Content	Date(s) Attended

## ● Employment History

List your work experience for the past three years beginning with your most recent job held.

Name of Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_ Position Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Describe Duties/Responsibilities:

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this employer? Yes ☐ No ☐

Name of Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_ Position Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Describe Duties/Responsibilities:

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this employer? Yes ☐ No ☐

Name of Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_ Position Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Describe Duties/Responsibilities:

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this employer? Yes ☐ No ☐

### Business References

Name/Business Relationship	Phone Number

### Military Service

Branch of Service: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

Nature of duties, special skills, training, etc.

\_\_\_\_\_

\_\_\_\_\_

## ● Please Read Carefully Before Signing This Form

All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentation or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am selected/hired.

I authorize this company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me.

Regardless of whether or not I become selected/hired by this company, I recognize that this application is not and should not be considered a contract of employment for any definite period of time. If employed, I understand that I have been hired “at-will” of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*This company is an Equal Employment Opportunity employer. We adhere to a policy of making employment decisions without regards to race, color, religion, sex, age, disability or any other protected categories. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job- related factors.*



**LATIN AMERICAN COMMUNITY CENTER**  
403 N. Van Buren Street  
Wilmington, Delaware 19805  
Phone: (302) 655-7338 / Fax: (302) 655-7334  
[www.thelatincenter.org](http://www.thelatincenter.org)