ACHIEVE tahoe

Application for Employment

PLEASE PRINT OR TYPE:

Position applying for: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip

Primary Phone: _____ **Other Phone:** _____

Email: _____ **Date of Birth*:** _____

How did you hear about us? _____

EDUCATION AND TRAINING

School	Name and Address of School	Course of Study	No. of Yrs. Completed	Did you Graduate?	Diploma/Degree
High School					
College/ University					
College/ University					
Other (Specify)					

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes:☐ No:☐

If hired, can you present proof of your legal right to live and work in the USA? Yes:☐ No:☐

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes:☐ No:☐
If yes, state nature of crime(s), when and where convicted and disposition of the case:

_____

If you are under final consideration for hire, may we contact your current or past employers? Yes:☐ No:☐

ADDITIONAL INFORMATION:
(Certificates, awards; professional, trade, or civic memberships, etc.)

_____

_____

_____

_____

***Denotes optional item**

EMPLOYMENT EXPERIENCE

Please list all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume. If you need additional space, please photocopy this page and continue.

Position:______________________________ **Name of Employer:**____

Dates of Employment: From_______________________________ **To**____

Address:____

Number **Street** **City** **State** **Zip**

Your Supervisor's Name:__________________________________ **Telephone:**_______________________________

Your Duties:____

____

Reason for Leaving:____

Position:______________________________ **Name of Employer:**____

Dates of Employment: From_______________________________ **To**____

Address:____

Number **Street** **City** **State** **Zip**

Your Supervisor's Name:__________________________________ **Telephone:**_______________________________

Your Duties:____

____

Reason for Leaving:____

Position:______________________________ **Name of Employer:**____

Dates of Employment: From_______________________________ **To**____

Address:____

Number **Street** **City** **State** **Zip**

Your Supervisor's Name:__________________________________ **Telephone:**_______________________________

Your Duties:____

____

Reason for Leaving:____

Position:______________________________ **Name of Employer:**____

Dates of Employment: From_______________________________ **To**____

Address:____

Number **Street** **City** **State** **Zip**

Your Supervisor's Name:__________________________________ **Telephone:**_______________________________

Your Duties:____

____

Reason for Leaving:____

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me above are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on the application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Signature:____ **Date:**___________________________________