

EMPLOYMENT APPLICATION

EMPLOYER INFORMATION

Liberty ILS/SLS
P.O. Box 750025
Petaluma, California 94975-0409
707-206-0409

It is the policy of **Liberty ILS/SLS** to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

APPLICANT INFORMATION *(Please print clearly)*

Name: _____

Address: _____

City/State/ZIP: _____

Number of years at this address: _____

Daytime phone: _____

Evening phone: _____

Social Security Number: _____

Driver's License (State/Number): _____

EMERGENCY CONTACT:

Who should be contacted if you are involved in an emergency? _____

Contact Name: _____

Relationship to you: _____

Address: _____

City/State/ZIP: _____

Daytime phone: _____

Evening phone: _____

POSITION APPLYING FOR:

ILS Instructor SLS Instructor Other _____

Have you applied to our company previously? Yes No

If yes, when? _____

Are you at least 18 years old? Yes No

How will you get to work? _____

AVAILABILITY

Are you willing to work any shift, including nights and weekends? Yes No

If no, please state any limitations: _____

If applicable, are you available to work overtime? Yes No

If no, please state any limitations: _____

If you are offered employment, when would you be available to begin work?

Are you legally eligible for employment in the United States? Yes No

Can you provide proof of eligibility Yes No

Are you able to perform the essential functions of the job position with or without reasonable accommodation? Yes No

What reasonable accommodation, if any, would you require? _____

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

Check (✓) the skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and check (✓) your level of expertise that corresponds to your ability for each particular skill.

			Years of Experience
<input type="checkbox"/> Typing w.p.m. _____	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert _____
<input type="checkbox"/> Microsoft Office Suite (Word, Excel, etc.)	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert _____
<input type="checkbox"/> Answer Telephones	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert _____
<input type="checkbox"/> Filing	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert _____

Other Skills: _____

EMPLOYMENT HISTORY

List your current or most recent employment first.

Dates of Employment (Month/Year): _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

EDUCATION AND TRAINING

College University Name: _____

Address: _____

Did you receive a degree? Yes No

If yes, degree received: _____

High School Name: _____

Address : _____

Did you graduate: Yes No

Other Training (graduate, technical, vocational):

Please name school and any certificate received or currently pursuing:

AWARDS, HONORS, SPECIAL ACHIEVEMENTS:

Military Service: Yes No

Branch: _____

Specialized Training: _____

REFERENCES

List any two people who would be willing to provide a professional reference for you.

Name: _____

Address: _____

City/State/ZIP: _____

Daytime Phone: _____

Relationship: _____

Name: _____

Address: _____

City/State/ZIP: _____

Daytime Phone: _____

Relationship: _____

Please provide any other information that you believe should be considered:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Liberty ILS/SLS to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE: _____

DATE : _____