

EMPLOYMENT APPLICATION

PARTICIPANT'S NAME: _____

PERSONAL INFORMATION:

APPLICANT'S NAME: _____ DATE: _____
STREET ADDRESS: _____ CITY: _____
STATE: _____ ZIP: _____ SOCIAL SECURITY #: _____
HOME PHONE NUMBER: _____ OTHER: _____
E-MAIL ADDRESS: _____

EMPLOYMENT ELIGIBILITY:

To be employed with the State of Georgia, you must meet certain State and Federal employment eligibility requirements. These include, but are not limited to, United States citizenship or authorization to work in this country, and no felony convictions.

Are you interested in serving as a (check all that apply):

_____ Full-time employee? _____ Part-time employee? _____ Backup employee?

Are you currently employed: _____ YES _____ NO

Date available for employment: _____ How many hours a week can you work? _____

Are you 18 years of age or older? _____ YES _____ NO

Are you a United States citizen? _____ YES _____ NO

Are you an alien authorized to work in the United States? _____ YES _____ NO

GEORGIA LICENSES AND CERTIFICATIONS:

Do you have a valid driver's license? _____ YES _____ NO
Do you have current First Aid Certification*? _____ YES _____ NO if yes, expiration date: _____
Do you have current CPR Certification*? _____ YES _____ NO if yes, expiration date: _____
Do you have Nurse Aide Certification? _____ YES _____ NO if yes, expiration date: _____
Please list any other professional certifications: _____

* If hired, you must provide a copy of your current CPR card and First Aid card to your employer.

EDUCATION:

High School Graduate or equivalent (GED)? _____ YES _____ NO
Vocational/Business School? _____ YES _____ NO
if yes, field of study: _____ # of months: _____ completion date: _____
College? _____ YES _____ NO College Graduate? _____ YES _____ NO
if yes, degree: _____ completion date: _____

LIST THREE PERSONAL REFERENCES:

_____ (Name)	_____ (Address)	_____ (Phone Number)
_____ (Name)	_____ (Address)	_____ (Phone Number)
_____ (Name)	_____ (Address)	_____ (Phone Number)

LIST PREVIOUS JOBS YOU HAVE HAD (BEGINNING WITH MOST RECENT):

EMPLOYER'S NAME: _____
DATES OF EMPLOYMENT: _____
EMPLOYER'S ADDRESS: _____
SUPERVISOR'S NAME: _____ PHONE NUMBER: _____
LIST OF JOB DUTIES: _____
REASON FOR LEAVING: _____

EMPLOYER'S NAME: _____
DATES OF EMPLOYMENT: _____
EMPLOYER'S ADDRESS: _____
SUPERVISOR'S NAME: _____ PHONE NUMBER: _____
LIST OF JOB DUTIES: _____
REASON FOR LEAVING: _____

EMPLOYER'S NAME: _____
DATES OF EMPLOYMENT: _____
EMPLOYER'S ADDRESS: _____
SUPERVISOR'S NAME: _____ PHONE NUMBER: _____
LIST OF JOB DUTIES: _____
REASON FOR LEAVING: _____

BRIEFLY LIST REASONS YOU SHOULD BE CONSIDERED FOR THIS JOB:

APPLICANT ACKNOWLEDGEMENT

You ___ may ___ may not contact my current employer. If not, reason: _____

If offered a position, will you be able to be at work on time and according to the schedule discussed? ___ Yes ___ No
Comments: _____

I, _____ (print name), the applicant, certify that the *information provided is true and correct* to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if employer has employed me, no matter when discovered by employer. I also acknowledge that **a background check is required** and that some convictions prevent employment.

I authorize this potential employer to investigate all statements contained in this application, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation, without giving me prior notice of such disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or this employer. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon this employer unless made in writing.

Signature: _____ Date: _____