

Lewis County Opportunities, Inc.  
**Application For Employment**



*An Equal Opportunity Employer*

**PLEASE PRINT**

Last Name	First Name	Middle Initial	Other Former Names	
Address		City	State	Zip Code
Telephone Number(s) Home (    )                      Work (    )			Date of Application	
Position(s) for which you are applying:				
How did you learn about us?				

Are you at least 18 years of age?  Yes  No

Have you ever filed an application with us before?  Yes  No If yes, when? \_\_\_\_\_

Are you related to an employee presently working at Opportunities, or an Opportunities Board Member?  Yes  No If yes, whom? \_\_\_\_\_ Relationship: \_\_\_\_\_

Are you eligible to lawfully be employed in the United States?  Yes  No If offered employment, proof of citizenship or immigration status will be required before hiring.

On what date would you be available to work? \_\_\_\_\_

What type of employment are you interested in?  Full Time  Part Time

Have you ever been convicted of a criminal offense?  Yes  No (A criminal conviction will not necessarily disqualify an applicant.)

If yes, please explain:

---



---



---

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

## DRIVERS LICENSE INFORMATION

Do you have a valid driver's license?

Yes     No

License type/class \_\_\_\_\_ License I.D. # \_\_\_\_\_ State \_\_\_\_\_  
 Date Issued \_\_\_\_\_ Expires On \_\_\_\_\_

Has your driver's license ever been suspended or revoked?

Yes     No

If yes, please explain:

Do you presently have a clean driving record?

Yes     No

## EDUCATIONAL BACKGROUND

School Name/ Address	Major/Minor	Years Completed	Did You Graduate?	Degree/Diploma

## PROFESSIONAL REFERENCES

List the names, addresses, and telephone numbers of three (3) people in professions or business (not relatives) who have known you for more than a year and to whom we may refer:

Name/Address	Telephone Number	Occupation	Years Known

## SPECIAL SKILLS AND QUALIFICATIONS

Describe any special training, skills, licenses, certifications and/or job-related characteristics about yourself that may qualify you to perform the essential functions of the position for which you are applying:

---



---



---



---



---

## EMPLOYMENT HISTORY

Please list your last three (3) employers, assignments or volunteer activities, starting with your most recent.

Employer	Dates Employed	
	From:	To:
Address		
Telephone Number (     )     -	What were your job responsibilities?	
May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Title		
Immediate Supervisor/Title	Reason for leaving	

Employer	Dates Employed	
	From:	To:
Address		
Telephone Number (     )     -	What were your job responsibilities?	
May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Title		
Immediate Supervisor/Title	Reason for leaving	

Employer	Dates Employed	
	From:	To:
Address		
Telephone Number (     )     -	What were your job responsibilities?	
May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Title		
Immediate Supervisor/Title	Reason for leaving	

Comments: (Include explanation of any gaps in employment)

---



---



---

## **NON-DISCRIMINATION STATEMENT**

Opportunities does not discriminate because of age, race, creed/religion, color, national origin, sex/gender, pregnancy or pregnancy-related conditions, sexual orientation, gender identity/expression, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military/veteran status, predisposing genetic characteristics, or any other basis prohibited by Federal and State law, as well as union or political affiliation, in regard to employment, upgrading, demotion, re-assignment, transfer, recruitment, advertising, lay off, termination, rates of pay, or other compensation, selection for training or any other benefit or condition of employment.

## **APPLICANT STATEMENT**

I understand that employment with Lewis County Opportunities is *at-will*; meaning that I or Lewis County Opportunities may terminate my employment at any time, or for any reason consistent with applicable state and federal law.

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that false or misleading information given in my application or interviews(s) may result in my termination if hired.

I authorize Lewis County Opportunities to contact the professional references I provided in this application, and I understand that contacting employment references will only be done through a separate authorization.

I understand this application will be active for a minimum of 90 days; however after that time, if I wish to be considered for future employment opportunities, I must submit a new application.

I understand that if offered employment, such offer would be conditional upon the agency conducting a background examination; including a background check and driving history review. I acknowledge the agency reserves the right to rescind an offer of employment or terminate employment should the results of my background examination not be acceptable.

---

Signature of Applicant

---

Date