

PIRS APPLICATION FOR EMPLOYMENT

It is the policy of PIRS to comply with all applicable state and federal laws prohibiting discrimination in employment abased on race, age, color, gender, sexual preference, religion, national origin, disability or other protected classification

Name: _____ **Date:** _____

Address: _____

—

City: _____ **State:** _____ **Zip:** _____ **Email:** _____

Telephone #'s: _____

Land

Cell

How did you learn of this opening?

Have you been told the essential functions of the job and given a copy of the job description listing the essential functions of the job? ___yes ___no

Can you perform these essential functions with or without reasonable accommodations? ___yes ___no

Position applied for? _____ **When can you start** _____

Education	School & Location	Major	Diploma/Degree
------------------	------------------------------	--------------	-----------------------

High School

**College/
Univ.**

**College/
Univ.**

Graduate School

Are you presently employed? ___yes ___no May we contact your employer? ___yes

WORK HISTORY (see instructions below, then begin with current or last employer)
Note – if you have had more than four employers, duplicate this page of the application form before you begin, so that a full history is given.

1. Employer's Name and Address: **Supervisor's Name & Title:**

Telephone #	Position:
Start Date:	End Date:
Starting Salary:	Ending Salary:
Description of Duties:	Reason for Leaving:

2. Employer's Name and Address: **Supervisor's Name & Title:**

Telephone #	Position:
Start Date:	End Date:
Starting Salary:	Ending Salary:
Description of Duties:	Reason for Leaving:

3. Employer's Name and Address: **Supervisor's Name & Title:**

Telephone #	Position:
Start Date:	End Date:
Starting Salary:	Ending Salary:
Description of Duties:	Reason for Leaving:

4. Employer's Name and Address: **Supervisor's Name & Title:**

Telephone #	Position:
Start Date:	End Date:
Starting Salary:	Ending Salary:
Description of Duties:	Reason for Leaving:

Have you ever been convicted of a felony? ___yes ___no (Conviction will not necessarily disqualify an applicant for employment, but failure to disclose will disqualify.) If yes please describe the circumstances:

In addition to your work history, what other experiences, skills or qualifications would you bring to this position?

REFERENCES: If you are granted an interview, you will be asked to provide names and contact information for three individuals not related to you who have knowledge of your work ethics and job performance, and you will be asked to sign a release of information.

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements may result in my dismissal. I authorize PIRS to make an investigation of any of the facts set forth in this application.

I understand that employment at PIRS is "at Will", which means that either I or PIRS can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of PIRS other than the Executive Director has any authority to alter the foregoing.

Applicant's Signature

Date

Applicants may attach a resume if desired, but the application form must be completed.