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APPLICATION FOR EMPLOYMENT

THE INFORMATION THAT YOU PROVIDE ON THIS APPLICATION IS SUBJECT TO VERIFICATION. FALSIFICATIONS OR MISREPRESENTATIONS MAY DISQUALIFY YOU FROM CONSIDERATION FOR EMPLOYMENT OR, IF HIRED, MAY BE GROUNDS FOR TERMINATION AT A LATER DATE.

NAME LAST FIRST MIDDLE

PRESENT ADDRESS STREET CITY STATE ZIP

PREVIOUS ADDRESS STREET CITY STATE ZIP

PHONE # CELL PHONE # EMAIL ADDRESS

DO YOU HAVE THE LEGAL RIGHT TO BE EMPLOYED IN THE UNITED STATES? YES (proof required) NO

ARE YOU OVER THE AGE OF 18? YES NO

GENERAL

ARE YOU CURRENTLY EMPLOYED? IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? WHERE WHEN

REFERRED BY

DO YOU HAVE A CURRENT & VALID DRIVERS LICENSE? WHAT IS THE CLASS OF YOUR LICENSE?

EMPLOYMENT DESIRED

POSITION DATE YOU CAN START? HOURLY RATE/SALARY DESIRED

ARE YOU APPLYING FOR A PART TIME OR FULL TIME POSITION?

WHAT HOURS ARE YOU AVAILABLE?

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT A REASONABLE ACCOMODATION? YES NO

Table with 4 columns: EDUCATION, NAME & LOCATION OF SCHOOL, # OF YEARS ATTENDED, DIPLOMA/DEGREE/SPECIALIZATION. Rows include HIGH SCHOOL, COLLEGE/UNIVERSITY, and COURSES & TRAINING.

**FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH CURRENT EMPLOYER)**

DATES OF EMPLOYMENT	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION/JOB DESCRIPTION	REASON FOR LEAVING

DESCRIBE ANY ADDITIONAL EXPERIENCE INCLUDING SKILLS, LICENSES, CERTIFICATIONS, AND EQUIPMENT USED:

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U.S. MILITARY SERVICE \_\_\_\_\_ RANK \_\_\_\_\_

**REFERENCES: GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.**

NAME	LOCATION	OCCUPATION	PHONE/EMAIL ADDRESS

COLLEY'S POOLS AND SPAS IS COMMITTED TO EQUAL EMPLOYMENT OPPORTUNITY. WE WILL NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS FOR EMPLOYMENT ON ANY LEGALLY-RECOGNIZED BASIS ["PROTECTED CLASS"] INCLUDING, BUT NOT LIMITED TO: AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, MILITARY STATUS, SEX, DISABILITY, PREDISPOSING GENETIC CHARACTERISTICS, FAMILIAL STATUS, MARITAL STATUS, STATUS AS A VICTIM OF DOMESTIC VIOLENCE, ARREST RECORD OR CONVICTION RECORD, OR SINCERELY HELD PRACTICE OF RELIGION, OR ANY OTHER PROTECTED CLASS UNDER FEDERAL, STATE, OR LOCAL LAW.

WITH MY SIGNATURE BELOW, I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND CONTAINS NO WILLFUL FALSIFICATIONS OR MISREPRESENTATIONS. I AUTHORIZE ALL FORMER EMPLOYEES TO RELEASE JOB-RELATED INFORMATION THEY MAY HAVE ABOUT ME AND HEREBY GIVE AUTHORIZATION TO COLLEY'S POOLS & SPAS TO CHECK THE REFERENCES GIVEN IN THIS APPLICATION.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

REMARKS

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HIRED \_\_\_\_\_ FOR DEPT \_\_\_\_\_ POSITION \_\_\_\_\_ WILL REPORT \_\_\_\_\_ SALARY/WAGE \_\_\_\_\_