

Application Packet

*Please read this information carefully to insure that your application can be processed. A completed application packet must include the **Employment Application and DMV Report**. Application packets submitted after the closing date/time on the job announcement will not be accepted.*

Equal Employment Opportunity Form

Completion of the EEO Survey is **VOLUNTARY** and is not required as a condition of employment. The information will be helpful for Work Training Center in evaluating its hiring practices and in preparing reports requested by law for the State and Federal Government. The information will be confidential and **WILL NOT** be used to make a decision about your employment.

This form will not be a part of your application file and will not be seen by anyone involved in the selection process. Your cooperation by providing the information on a **VOLUNTARY BASIS** will be appreciated.

WTC Application Form

Candidates must complete and submit a WTC application form. A resume must also be submitted if required by the job announcement. A cover letter and/or resume will not serve as a substitute for a completed application. Closing date postmarks or faxes will **NOT** be accepted. **Incomplete applications will not be processed. It is not acceptable to complete the application with statements like, "See/Refer to Resume," or "See Attached."**

If applying for more than one position, please indicate each position applied for in the space provided. Your application will not be processed unless you specify for which position(s) you are applying.

DMV Report: H-6 (10 yr.)

A current **H-6** DMV (Dept. of Motor Vehicles) printout of your driving record is required and must be submitted with your completed application. The report is considered current if issued within the past three months. **Your application will not be accepted without this report.** Copies of current DMV printout are acceptable.

Drug Testing

All candidates for employment must successfully pass a mandatory post-offer, pre-hire drug test. In addition, employees in safety-sensitive positions will be subject to random drug and alcohol testing throughout their employment.

Fingerprint Clearance

All individuals who are hired by the Work Training Center will be required to submit fingerprints for clearance by the Dept. of Justice. Fingerprints are not required as part of the application process.



Equal Employment Opportunity Survey

We are an equal opportunity employer

Disclosure Information

Completion of this form is **VOLUNTARY** and is not required as a condition of employment. The following information will be helpful for Work Training Center in evaluating its hiring practices and in preparing reports requested by law for the State and Federal Government. The information will be confidential and **WILL NOT** be used to make a decision about your employment.

This form will not be a part of your application file and will not be seen by anyone involved in the selection process. Your cooperation by providing the information on a **VOLUNTARY BASIS** will be appreciated.

Applicant Information

Date: _____

Name _____ SS# _____

Referral Source

Position applied for: _____

- | | |
|---|---|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Advertisement-Source _____ |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> School - Source _____ |
| <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____ |

EEO-1 Reporting

Race/Ethnicity Identification. Please check one.

- | | |
|---|---|
| <input type="checkbox"/> White (not of Hispanic origin) | <input type="checkbox"/> Black (not of Hispanic origin) |
| <input type="checkbox"/> Alaskan Native/American Indian | <input type="checkbox"/> Asian/Pacific Islander |
| <input type="checkbox"/> Hispanic | |

Please check one: Male Female

Vets-100 Reporting

Special Veteran Identification. Please check one, if applicable.

- | | | |
|----------------------------------|---|--|
| <input type="checkbox"/> Veteran | <input type="checkbox"/> Disabled Veteran | <input type="checkbox"/> Vietnam Era Veteran |
|----------------------------------|---|--|

Thank you for helping us in our compliance efforts!



Employment Application

We are an equal opportunity employer

Candidate Information

_____ Date _____ Social Security Number _____

Name Last First Middle

Address Street City State Zip

Contact Phone _____ Email Address _____

Please list any other names you have used (for reference checking purposes).

- Position for which you are applying? _____
- Are you over the age of 18 years? Yes No
- If under 18, do you have a work permit? Yes No
- Are you currently employed? Yes No
- If yes, may we inquire of your current employer? Yes No
- Are you legally authorized to work in the United States? Yes No
- Can you provide required proof of eligibility to work? Yes No
- Do you have any relatives who are currently employed by WTC? Yes No

If yes, give name, relationship and position at WTC: _____

- Have you previously been employed by this company? Yes No

If yes, from _____ to _____. In what position? _____

Education/Training

High School

Name: _____ Number of years completed _____

City/State: _____ Did you graduate? Yes No

College/Trade School

Name: _____ From: _____ To: _____

City/State: _____ Did you graduate? Yes No _____

Major: _____ Degree: _____

Name: _____ From: _____ To: _____

City/State: _____ Did you graduate? Yes No _____

Major: _____ Degree: _____

Additional Skills/Training/Experience

Please summarize any special or additional job-related skills and/or qualifications. List specific certifications/seminars/training received. _____

Employment Experience

Fill in completely, listing most recent experience first.

Company _____ from: _____ to: _____

Address: _____
Street City State Zip Phone

Position: _____

Job Duties: _____

Name of Supervisor: _____ Starting Pay: _____ Final Pay: _____

Reason for leaving: _____ PT FT Temp

Company _____ from: _____ to: _____

Address: _____
Street City State Zip Phone

Position: _____

Job Duties: _____

Name of Supervisor: _____ Starting Pay: _____ Final Pay: _____

Reason for leaving: _____ PT FT Temp

Company _____ from: _____ to: _____

Address: _____
Street City State Zip Phone

Position: _____

Job Duties: _____

Name of Supervisor: _____ Starting Pay: _____ Final Pay: _____

Reason for leaving: _____ PT FT Temp

Company _____ from: _____ to: _____

Address: _____
Street City State Zip Phone

Position: _____

Job Duties: _____

Name of Supervisor: _____ Starting Pay: _____ Final Pay: _____

Reason for leaving: _____ PT FT Temp

References

NAME	PHONE	RELATIONSHIP
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Arrests & Convictions

A. Have you ever been convicted by any court of a felony? Yes No

B. Has your driver's license ever been suspended or revoked? Yes No

If your answer to A or B above is "yes," list all offenses below, giving date, location, nature and disposition for each. A conviction will not necessarily disqualify you for the position for which you are applying.

Acknowledgement

I understand that this is an application for employment only and that no employment contract is being offered. I further understand that the Work Training Center is an at-will employer and may terminate its employment relationship with me, with or without cause, at any time, and, likewise, I am free to resign at any time. I authorize investigation of all statements contained in this application and any related papers. I understand that misrepresentation or omission of facts called for is cause for dismissal. I certify by signature that all statements made on this application are true and complete.

Signature of applicant

Date

FOR OFFICE USE ONLY

Reference Check

Person contacted: _____ Date: _____ By: _____

Person contacted: _____ Date: _____ By: _____

Person contacted: _____ Date: _____ By: _____

Credential / Degree Verification

Credentials: _____ How verified: _____

Date: _____ By: _____

Degree: _____ How verified: _____

Date: _____ By: _____