# APPLICATION FOR EMPLOYMENT

## APPLICANT INFORMATION

**COMPANY / COMPANIES APPLYING TO - SELECT ALL THAT APPLY**

__ Zara Construction, Inc. __ CORE __ Central Ohio PHC LLC

Equal access to programs, services, and employment is available to all persons. Applicants requiring reasonable accommodation should notify Human Resources.

**DATE OF APPLICATION** **POSITION APPLYING FOR**

**FULL NAME**

**STREET ADDRESS / APT.** **CITY** **STATE** **ZIP CODE**

**TELEPHONE** **MOBILE / OTHER**

**EMAIL ADDRESS**

**TYPE OF EMPLOYMENT DESIRED**

Full-Time | Part-Time | Temporary | Seasonal | Education Co-Op

**EARLIEST AVAILABLE START DATE** **DESIRED WAGE**

**HOW DID YOU HEAR ABOUT US?**

Have you ever been employed here before? If yes, give dates and positions: YES NO

**FRIENDS OR RELATIVES WORKING FOR US**

**DRIVER'S LICENSE NUMBER, IF DRIVING MAY BE REQUIRED**

Are you willing to travel for work? YES NO

Are you willing to work overtime? YES NO

Are you below the age of 18? YES NO

Legally authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony, including dishonesty or breach of trust? YES NO

**IF YES, PLEASE EXPLAIN**

## EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information.

### EMPLOYER 1

**EMPLOYER**

**TELEPHONE**

**STREET ADDRESS**

**CITY, STATE, ZIP**

**STARTING / FINAL JOB TITLE**

**WHY DID YOU LEAVE?**

**IMMEDIATE SUPERVISOR AND TITLE**

**MAY WE CONTACT FOR REFERENCE?**

☐ YES ☐ NO ☐ LATER

**DATES EMPLOYED - FROM**

**TO**

**COMPENSATION**

☐ Hourly ☐ Salary

**WORK PERFORMED AND JOB RESPONSIBILITIES**

**WHAT DID YOU LIKE MOST ABOUT THE POSITION?**

**WHAT DID YOU LIKE LEAST ABOUT THE POSITION?**

## EMPLOYMENT HISTORY

### EMPLOYER 2

**EMPLOYER**

**TELEPHONE**

**STREET ADDRESS**

**CITY, STATE, ZIP**

**STARTING / FINAL JOB TITLE**

**WHY DID YOU LEAVE?**

**IMMEDIATE SUPERVISOR AND TITLE**

**MAY WE CONTACT FOR REFERENCE?**

☐ YES ☐ NO ☐ LATER

**DATES EMPLOYED - FROM**

**TO**

**COMPENSATION**

☐ Hourly ☐ Salary

**WORK PERFORMED AND JOB RESPONSIBILITIES**

**WHAT DID YOU LIKE MOST ABOUT THE POSITION?**

**WHAT DID YOU LIKE LEAST ABOUT THE POSITION?**

## EMPLOYMENT HISTORY AND QUALIFICATIONS

### EMPLOYER 3

**EMPLOYER**

**TELEPHONE**

**STREET ADDRESS**

**CITY, STATE, ZIP**

**STARTING / FINAL JOB TITLE**

**WHY DID YOU LEAVE?**

**IMMEDIATE SUPERVISOR AND TITLE**

**MAY WE CONTACT FOR REFERENCE?**

☐ YES ☐ NO ☐ LATER

**DATES EMPLOYED - FROM**

**TO**

**COMPENSATION**

☐ Hourly ☐ Salary

**WORK PERFORMED AND JOB RESPONSIBILITIES**

**WHAT DID YOU LIKE MOST ABOUT THE POSITION?**

**WHAT DID YOU LIKE LEAST ABOUT THE POSITION?**

## SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

## EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

| SCHOOL - INCLUDE CITY & STATE | YEARS COMPLETED | GPA | MAJOR / MINOR |
|---|---|---|---|
| | | | |

☐ Diploma ☐ GED
☐ Degree ☐ Certificate
☐ Other

| SCHOOL - INCLUDE CITY & STATE | YEARS COMPLETED | GPA | MAJOR / MINOR |
|---|---|---|---|
| | | | |

☐ Diploma ☐ GED
☐ Degree ☐ Certificate
☐ Other

| SCHOOL - INCLUDE CITY & STATE | YEARS COMPLETED | GPA | MAJOR / MINOR |
|---|---|---|---|
| | | | |

☐ Diploma ☐ GED
☐ Degree ☐ Certificate
☐ Other

## REFERENCES

List three business/work references who are not related to you and are not previous supervisors. If not applicable, list school or personal references who are not related to you.

| NAME | TITLE | RELATIONSHIP | TELEPHONE | YEARS |
|---|---|---|---|---|
| | | | | |

| NAME | TITLE | RELATIONSHIP | TELEPHONE | YEARS |
|---|---|---|---|---|
| | | | | |

| NAME | TITLE | RELATIONSHIP | TELEPHONE | YEARS |
|---|---|---|---|---|

## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**SIGNATURE OF APPLICANT** _____ **DATE** _____

## EMPLOYER USE ONLY - DO NOT WRITE BELOW THIS LINE

**INTERVIEWED BY** _____ **DATE** _____

**REMARKS**

**NEATNESS** _____ **ABILITY** _____

**HIRED?** YES | NO **POSITION** _____

**SALARY / WAGE** _____ **DATE REPORTING TO WORK** _____

**APPROVED - EMPLOYMENT MANAGER** _____ **DEPARTMENT HEAD** _____ **GENERAL MANAGER** _____