



FOR OFFICE USE:	
Received	_____
Complete	_____
Interview	_____
Letter	_____
Position	_____

**APPLICATION FOR
EMPLOYMENT**

Submit this application to:
 Klara East, Director
 Eleanor Roosevelt
 Community Learning Center
 31191 Rd 180
 Visalia, Ca 93291

This school does not discriminate in hiring or employment on the basis of race color, religion, sex, national origin, ancestry, age, medical condition, handicap, veteran status or marital status. No question on this form is intended to secure information to be used for such discrimination.

PERSONAL

Type or print clearly in ink

Name _____
First / Last

Social security # _____ Are you at least 18 years of age? No. Yes

Mailing address _____
Number / Street or PO box / City / State / Zip

Permanent address _____
Number / Street or PO box / City / State / Zip

Current phone () _____ Message phone () _____

Date through which current address and phone number are valid _____

Best time to reach you by phone _____

If we can contact you by email, list your email address here _____

Date you can start work ____/____/____ Date you must end work ____/____/____

Are you legally eligible for employment in the United States? Yes No

Have you been employed by ERCLC before? Yes No When? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? Yes No If YES, describe in full:

(A "yes" answer does not automatically disqualify you from employment. The date and nature of the offense and the job for which you are applying will all be considered.)

Eleanor Roosevelt Community Learning Center reserves the right to conduct a criminal background check.

EDUCATION	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and location				
Years completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe course of study				
Describe any specialized training, apprenticeship, skills and extra curricular activities				
Describe any honors or awards you have received				

POSITION YOU ARE APPLYING FOR

List in order of preference the positions for which you are applying. You must be able to perform all essential functions and meet minimum qualifications for any position that you list.

1. _____	2. _____	3. _____
List specific job-related skills and qualifications you have related to the above named positions:		

List any current certifications, i.e. CPR, First Aid, EMT, etc. List expiration date for each and include a photocopy of the certificate with this application.		

LANGUAGE SKILLS

Indicate any foreign languages you can speak, read and/or write and your competency level (fluent, good, fair)

REFERENCES

List the name, relationship and phone number of the three people who will be providing a reference for you. We recommend former employers, teachers, counselors, ministers or other people who can give an honest accounting of your skills and work style. References by friends or relatives will not be considered. The people named below should get a green reference form from you and then submit it directly to us. Be sure to follow the instructions on the reference form. Your application will be considered when we have received all three-reference forms. Letters of recommendation are helpful and can be included with your application, but they do not take the place of a reference form.

	Name of reference	Relationship to you	Area code/phone #
1			
2			
3			

EMPLOYMENT EXPERIENCE

List your employment experience, beginning with your current or most recent job. Include military assignments, self-employment and volunteer service. List month and year for each employment period.

1.

Employer	Dates Employed		Describe work preformed
	From	To	
Address			
Area code/phone number			
Job Title	Hourly rate/salary		
	Starting	Ending	
Reason for leaving			

2.

Employer	Dates Employed		Describe work preformed
	From	To	
Address			
Area code/phone number			
Job Title	Hourly rate/salary		
	Starting	Ending	
Reason for leaving			

3.

Employer	Dates Employed		Describe work preformed
	From	To	
Address			
Area code/phone number			
Job Title	Hourly rate/salary		
	Starting	Ending	
Reason for leaving			

4.

Employer	Dates Employed		Describe work preformed
	From	To	
Address			
Area code/phone number			
Job Title	Hourly rate/salary		
	Starting	Ending	
Reason for leaving			

We will contact the employers listed above unless you instruct us otherwise. Check the number that corresponds to the employer that you would prefer we not contact: 1 2 3 4 Reason: _____
