



**SOUTHEAST RURAL COMMUNITY ASSISTANCE PROJECT, INC**  
**Employment Application**

APPLICANT INFORMATION		
Last Name	First	M.I.
Street Address		Apartment/Unit #
City	State	ZIP
Phone	E-mail Address	
Date Available	Social Security No.	Desired Salary
Position Applied for		
Are you eligible for employment in the United States? (Proof of citizenship or immigration status will be required upon employment) YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?		
Have you ever been convicted of or pled guilty to a crime other than a minor vehicle offense, e.g. speeding? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please state the jurisdiction, type of crime, and circumstances of each including: date of conviction or plea and penalty, if any. (Answering yes to this question, will not automatically disqualify you for this position - Each circumstance will be considered individually).		

EDUCATION		
High School	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

REFERENCES	
<i>Please list three professional references. (May be former employer, but not a relative)</i>	
Full Name	Relationship
Company	Position
Phone ( )	
Address	
Full Name	Relationship
Company	Position
Phone ( )	
Address	

EMPLOYMENT HISTORY		
Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		

From	To	Reason for Leaving	
May we contact?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Have you ever been terminated from employment or asked to resign? YES  NO  If yes, please identify the employer and explain the circumstances. \_\_\_\_\_

Please indicate if a Resume is attached with this application YES  NO

**Please list any additional Skills that may qualify you for this position.**

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SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
Signature	Date

## DISCLAIMER

I understand that Southeast Rural Community Assistance Project, Inc. (SERCAP) will investigate all statements contained in this application and I authorize SERCAP and/or its representatives to obtain transcripts, records or documents pertaining to my background and business experience. I hereby authorize and direct all of my prior employers and other sources of information to answer any and all questions regarding my prior employment and background. I hereby indemnify SERCAP, each of my prior employers and each of the other sources of information contacted, and agree to hold them harmless from any claims arising from this authorization and direction.

I understand that any offer of employment made to me by SERCAP, whether accepted or not, is contingent upon SERCAP's investigation of this application.

***I understand that the completion of this application is not an employment offer. Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between SERCAP and myself whether for employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon SERCAP unless made in writing.***

***If an employment relationship is established, I understand that it will be "at-will" which means that I have the right to end my employment at any time and that SERCAP has the same right.***

I certify the statements made here are complete and accurate to the best of my knowledge. I understand that any false statements or material omissions on this application are grounds for dismissal or the withdrawal of any offer of employment.

SERCAP is an equal opportunity employer and considers all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, genetic information, or any other class protected by law.

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Signature

Date