



TRAINING & EMPLOYMENT CONSORTIUM
APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications. TEC is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance is available to persons with limited English proficiency at no cost.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a resume, but all questions must be answered.

PERSONAL DATA			
Name (last, first, middle)			
Street Address and/or Mailing Address	City	State	Zip
Home Telephone Number	Cellular Telephone Number	Email Address	
Position applying for	Date you can start work	Do you have a High School Diploma or GED? Yes No	
POSITION INFORMATION Check all that you are willing to work			
Hours: Full Time Part Time	Status: Regular Temporary	Are there any hours or days you cannot or will not work?	
Are you authorized to work in the U.S. on an unrestricted basis?		Yes	No
Have you viewed a copy of the job description listing the essential functions of the job?		Yes	No
Can you perform these essential functions of the job with or without reasonable accommodation?		Yes	No
QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.			
	School Name	Degree	Address/City/State
School			
School			
Other			
SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)			
REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.			
Name	Address/City/State	Phone	Relationship

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WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Position #1	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	May we contact this employer for a reference? Yes No	

Job Position #2	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	May we contact this employer for a reference? Yes No	

Job Position #3	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	May we contact this employer for a reference? Yes No	

I certify the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation may result in the rejection of my application and my candidacy for this position or any other position with TEC or, if already hired, termination of employment. I understand that failure to successfully pass a criminal history background check may result in my not being hired by TEC or, if already hired, may result in suspension and/or immediate termination of employment. I authorize TEC to make an investigation of any of the facts set forth in this application and release TEC from any liability.

I understand that employment at TEC is "at-will", which means that either I or TEC can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of TEC, other than the Executive Director in a signed writing has any authority to alter the foregoing.

Applicant Signature

Date

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