

# OPPORTUNITIES UNLIMITED, LLC

## Employment Application

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

DOB (must be 18 years old or older to qualify for position) \_\_\_\_\_

Position applied for \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

When can you start? \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

If no, please explain. \_\_\_\_\_

Have you previously applied for employment with this company?  Yes  No Are you looking for full-time employment?  Yes  No

Are you looking for part-time employment?  Yes  No

Have you been referred to Opportunities Unlimited  Yes  No

If yes, whom were you referred by: \_\_\_\_\_

What days/hours are you available? \_\_\_\_\_

Do you have a drivers' license?  Yes  No

If yes, what is your D.L. number: \_\_\_\_\_

Is your vehicle insured?  Yes  No

Can you perform all the job functions of position in which you are applying for?  Yes  No If not, please explain \_\_\_\_\_

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**Education**

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____
Honors received	_____			

In addition to your work history please list all special technical skills, qualifications, or experience that we should consider?

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**Work Experience**

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Account for all periods of time, including any period of unemployment. Supply company name and business references. You may include any verifiable work on a volunteer basis, internships, etc. Incomplete responses to each inquiry may disqualify you for consideration for employment.

**Employment History (Start with most recent employer)**

Company Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

If no why not? \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What will this employer say was the reason your employment ended?

How much notice did you give when resigning? If none, please explain. \_\_\_\_\_

Company Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

If no why not? \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What will this employer say was the reason your employment ended?

How much notice did you give when resigning? If none, please explain. \_\_\_\_\_

Company Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

If no why not? \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What will this employer say was the reason your employment ended?

How much notice did you give when resigning? If none, please explain. \_\_\_\_\_

Company Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

If no why not? \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What will this employer say was the reason your employment ended?

How much notice did you give when resigning? If none, please explain. \_\_\_\_\_

Please explain fully any gaps in your employment history in excess of one month \_\_\_\_\_

Have you ever been terminated or asked to resign from any job?  Yes  No

Has your employment ever been terminated by mutual agreement?  Yes  No

Have you ever been given the choice to resign rather than be terminated?  Yes  No

Have you ever had a founded report of child abuse or substantiated adult abuse?  Yes  No

If you have answered yes to any of the above three questions, please explain the circumstances of each occasion.

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From the list below, check all areas where you have at least one year of demonstrated work experience. Experience must be included in your work history.

- Dealing with frustrated, upset or angry clients
  
- Maintaining filing systems (electronic and paper)
  
- Work with confidential information
  
- Screen forms for completeness
  
- Work in a team environment
  
- Handle multiple and conflicting priorities
  
- Helping with customer and staff needs while processing high volumes of paperwork and data entry
  
- None of the above

Which of the following type(s) of public contact/customer service have you provided?  
Check all that apply.

- Answer routine inquiries for information about programs or services provided by your employer
- Assist customers or staff
- Communicate and/or explain decisions regarding the approval or denial of services
- Explain rules, regulations, policies and procedures
- Interpret and apply laws, agency policies and regulations
- None of the above

Describe your type of experience using a computer to enter/retrieve data: \_\_\_\_\_

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Describe your experience working in a fast paced, high production/volume environment where you are often interrupted in which it was necessary to accurately review and keep track of daily time frame constraints with impeccable accuracy: \_\_\_\_\_

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Do you have experience eliciting information from persons for a program or service? If yes, please explain in detail in your work history: \_\_\_\_\_

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Please list three professional work references we may contact. Individuals with no prior work experience may list school or volunteer related references. (Name, position, company, how you know individual, contact phone number):

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

Please list three names of personal references (**not previous employers or relatives**) who know you well that me may contact (Name, telephone, years known.)

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

**Attach additional information if necessary.**

I hereby certify every statement I have made in this application is true and complete to the best of

my knowledge. I understand any false or incomplete answer may result in rejection of my application, denial of employment, dismissal from state service if discovered after employment and, in some circumstances, prosecution for a crime may be grounds for not employing me or for dismissing me after I begin work. Criminal records will be checked in accordance with applicable laws and rules. I understand I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand I may be required to verify any and all information given on this application. I understand this completed application is the property of Opportunities Unlimited, llc and will not be returned. I authorize Opportunities Unlimited, llc to contact prior employers, educational institutions, law enforcement agencies and other relevant individuals and agencies. I understand I must update my contact information if I have any changes in my name, address, or phone number.

I understand that employment with Opportunities Unlimited, LLC is “at will,” which means that

either I or Opportunities Unlimited, LLC 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 or manager, other than the executive director, has any authority to alter the foregoing.

Yes, I have read and consent to the terms and conditions

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_