

Payson Senior Center

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Payson, AZ 85541
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pseniorctr@gmail.com



APPLICATION FOR EMPLOYMENT

*Equal access to programs, services & employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative.
PSC is an Equal Opportunity Employer.*

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

Position Applied For: _____ Date: _____

PERSONAL INFORMATION:

First Name _____ Middle: _____ Last: _____

Address: _____

City, State, Zip Code: _____

Phone Number: (____) _____ Email: _____

Have you ever been employed here before? Yes _____ No _____

Are you eligible to work in the United States? Yes _____ No _____

Have you been convicted of or pleaded no contest to a felony crime? Yes _____ No _____

If yes, please provide dates and details: (answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.)

POSITION/AVAILABILITY:

Days/Hours Available? Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

Hours Available: from _____ to _____

What date are you available to start work? _____

EDUCATION:

Name and Address of School - Degree/Diploma - Graduation Date

Skills and Qualifications: (summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.)

EMPLOYMENT HISTORY:

Present or Last Position:

Employer: _____ Supervisor Name: _____

Address: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ - ___ To: _____

Responsibilities/Duties: _____

Salary: _____ Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

=====

Previous Positions:

Employer: _____ Supervisor Name: _____

Address: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities/Duties: _____

Salary: _____ Reason for Leaving: _____

=====

Employer: _____ Supervisor Name: _____

Address: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ - ____ To: _____

Responsibilities/Duties: _____

Salary: _____ Reason for Leaving: _____

=====

Employer: _____ Supervisor Name: _____

Address: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ - ____ To: _____

Responsibilities/Duties: _____

Salary: _____ Reason for Leaving: _____

Comments: (including explanation of any gaps in employment)

List any additional information you would like us to consider:

References: Name/Title, Address, Phone

APPLICANT STATEMENT:

I certify that all information I have provided in order to apply for and secure work with Payson Senior Center (PSC) is true, complete and accurate.

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: (1) Cancel further consideration of this application, or (2) Immediately discharge me from PSC's services whenever it is discovered.

I expressly authorize, without reservation, PSC, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, 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 PSC, its agents, employees or representatives for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that PSC does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time with or without cause and without prior notice, and PSC reserves the same right to terminate my employment at any time with or without cause and 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 PSC 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 PSC's authorized representative.

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.

Signature: _____ Date: _____