



THE UNITY COUNCIL

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Date completed _____

Please Print or Type

Position or Type of Work: _____

Seeking: Full Time: Part Time: Specify days of the week and hours per week _____

Date when you will be available for employment: _____

Last Name _____ First Name _____ MI _____

Address (Number, Street & Apt. #) _____ City _____ State _____ Zip Code _____

Home Telephone Number _____ Day Time Number (Business or Other) _____ E-mail address _____

Are you eligible to work in the United States: Yes No (Proof of eligibility will be required if you are employed)

Have you ever been convicted of a crime: Yes No (Conviction will not necessarily disqualify you from employment)

Have you ever been the subject of a substantiated child abuse charge: Yes No

If yes to the last two questions, please explain:

High School: _____ Diploma or GED Certificate Yes No

Name City State

College(s): _____

Name City State Dates Attended Degree Year

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Name City State Dates Attended Degree Year

Other Job-Related Education/training: _____

Name City State Dates Attended

Certificate/license(s): _____

Please list any other job-related knowledge & skills:

Computer: IBM MAC Software Knowledge: WORD EXCEL ACCESS POWERPOINT
 Database Programs _____ Other _____

Typing: WPM _____

Languages: _____ Speak Write Read Some Understanding

_____ Speak Write Read Some Understanding

Other Special Skills:

Employment Record: Beginning with your present or last position, list the last ten years of employment, or three previous employers. You may attach a resume which provides the same information.

Employer _____ Contact or Supervisor _____ Salary _____

Address: _____ Phone: _____

Dates Employed: From: _____ To: _____ Position Held: _____

Reason for leaving: _____

Job Responsibilities: _____

Employer _____ Contact or Supervisor _____ Salary _____

Address: _____ Phone: _____

Dates Employed: From: _____ To: _____ Position Held: _____

Reason for leaving: _____

Job Responsibilities: _____

Employer _____ Contact or Supervisor _____ Salary _____

Address: _____ Phone: _____

Dates Employed: From: _____ To: _____ Position Held: _____

Reason for leaving: _____

Job Responsibilities: _____

Certification & Agreement – Read carefully and sign

I certify that the information which I have provided in this application, or in any other form, oral or written is true and accurate. I understand that any misrepresentation, falsification or omission of information, may be sufficient to disqualify me for employment, or if hired, may result in the termination of my employment.

I understand that if hired, my employment is not guaranteed for any term, the employment relationship is at will, and can be terminated at any time by either myself or The Unity Council, with or without notice, for any reason. No management official is authorized to make any oral assurance or promise of continued employment.

I understand that all information which has been provided during the application process is subject to verification. I authorize The Unity Council to investigate my background, including any and all references, and consent to my current and prior employers, educational institutions, organizations and persons to release any information to The Unity Council which may be required to assess my qualifications and suitability for employment.

Signature _____ Date _____

Our hiring policy is simple:

WE FOLLOW THE LAW!

This company hires lawful workers only – U.S. citizens or nationals and non-citizens with valid work authorization – without discrimination.

Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States.

In its efforts to meet the law's requirements, this company is participating in the Basic Pilot program established by the Department of Homeland Security and the Social Security Administration (SSA) to aid employers in verifying the employment eligibility of all newly-hired employees. Our participation in the pilot program does not exempt us from the obligation to complete a Form I-9 for everyone we hire.

For additional information on the verification program contact the:

Department of Homeland Security
USCIS/SAVE Program
111 Massachusetts Avenue, 2nd Floor
Washington, DC 20001
Phone (888) 464-4218

Nuestra póliza de empleo es simple:

NOSOTROS SEGUIMOS LA LEY

Sin discriminación, esta compañía emplea solamente trabajadores legales – ciudadanos o nacionales de los Estados Unidos y extranjeros con autorización de trabajo.

La Ley Federal de Inmigración y Nacionalidad requiere que todas las empresas verifiquen la identidad y elegibilidad de las personas que buscan empleo en los Estados Unidos.

En su esfuerzo de cumplir los requisitos de la Ley, esta compañía participa en un programa Piloto Básico de verificación de empleo, establecido por El Departamento de Seguridad Nacional (DHS) en conjunto con la Administración de Seguro Social en esta forma los empleadores, verificarán la elegibilidad de todos los nuevos aplicantes. Nuestra participación en este programa piloto, hace que no exista ningún tipo de excepción en la Ley, tenemos la obligación de completar el formulario I-9 para toda persona que nosotros empleamos.

Para mayor información de este programa de verificación, puede usted comunicarse:
Department of Homeland Security
U.S. Citizenship and Immigration Services
Systematic Alien Verification for Entitlements (SAVE) Program
Washington, DC 20529
Phone (888) 464-4218