

EMPLOYMENT APPLICATION

DIRECTIONS: Please read the Job Opening announcement before completing this application. Print or type and complete all sections regardless of whether or not you submit a resume with this application.

PERSONAL INFORMATION: **DATE AVAILABLE FOR WORK:** _____

Position Applying For: _____

Name: _____ **SS#:** _____ **Home Phone Number** _____

Address: _____
Street City State Zip Message/Page Phone Numbers

Work Schedule Desired: (or willing to accept) **Days Available:** S M T W TH F S
Full-Time **Part-Time** **On Call** **Days** **Weekends** **Evenings** **Nights**

Do you have a Valid Az. Driver's License? ___ If yes, class?___ (Check upper right hand corner of your license for class).
Do you have a good driving record (no more than 2 violations in the last 39 months and no DUI's in last 5 yrs.)___ If hired, can you furnish proof that you are 21 yrs of age (for insurance purposes)? Yes No If required for the position, do you have reliable transportation with liability insurance? _____

All positions within Encompass require you to be able to lift, push and pull a minimum of 50 lbs. Are there any restrictions to your ability to lift, push and pull a minimum of 50 lbs? Yes No If yes, please briefly explain: _____

Have you ever been employed with PPEP & Affiliates? _____ If yes, list department and dates of employment: _____
Do you have a relative working for PPEP & Affiliates? Yes No If yes, list name(s) and department(s): _____

Have you ever been convicted of a felony? Yes No If yes, month & year: _____ Specific Charge: _____

Languages: English: Speak Write Read **Spanish:** Speak Write Read

Military Experience: U.S. Military Branch: _____ **Training Duties:** _____

If you wish to claim status as an applicant with a physically disabling condition, please tell us about reasonable accommodations that would assist you in the performance of the job you have applied for. Submission of the information is strictly voluntary and will be kept confidential. _____

If you are not a U.S. citizen, do you have the legal right to work in the U.S.A.? Yes No

Have you ever been terminated from prior employment? Yes No If yes, please explain as to company name, date of termination & reason for _____

Personal References: Please list the names of three **work-related** references not related to you.

Name	How do you know them	Phone Number

Do we have permission to contact the references listed above? Yes No

EDUCATION:Are you a high school graduate or have a GED? Yes No

	Course of Study	Years Attended	Certificate/Degree
College /University			
College/University			
Business or Trade School			
Business or Trade School			

Employment History Please List Your Most Recent Employer First All fields must be completed.

Position Title	Employer & Address	Telephone Number
Dates of Employment From (mth/yr) _____ to (mth/yr.)_____	Name & Title of Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Job Duties:

Reason for Leaving:	Starting Salary: \$ _____ per _____ Ending Salary: \$ _____ per _____	# of hours/week
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Dates of Employment From (mth/yr) _____ to (mth/yr.)_____	Name & Title of Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

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I understand that any employment or offer of employment arising out of the Employment Application may be subject to background checks, fingerprinting clearances and satisfactory verification of all job qualifications which may include academic credentials licenses, professional designations and employment history.

By applying for employment with PPEP & Affiliates, I hereby authorize PPEP & Affiliates to consult with representatives, employees, agents and others of institutions with which I have been associated and with others who may have information either in writing or verbally. I release from liability all such persons who give this information in good faith and without malice.

I also understand that employment with PPEP & Affiliates (and terms and benefits provided) is At Will and is not intended and does not constitute any contractual relationship. I understand that PPEP & Affiliates may terminate my employment at any time for any lawful nondiscriminatory reason which is not against public policy or unlawful under state and federal law.

I hereby certify that the information contained in this Employment Application is true and accurate and contains no misrepresentation or falsification. I understand that if I become employed, any misrepresentation of facts on this Employment Application is sufficient cause for dismissal. All aspects of employment with PPEP & Affiliates are based strictly upon qualifications of the individual as related to the work requirements of the position. This policy is applied without regard to race, sex, color, religion, national origin, sexual preference, ancestry, age, handicap, veteran or marital status.

Applicant Signature

Date