



Please print clearly

**APPLICATION FOR EMPLOYMENT**

**Please Answer All Questions. Résumés Are Not A Substitute For A Completed Application**

**Sells District is an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, pregnancy, citizenship status or any other category protected by applicable federal, state, or local laws.**

THIS SELLS DISTRICT IS AN AT-WILL EMPLOYER WHERE ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE SELLS DISTRICT OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. THIS APPLICATION DOES NOT CREATE ANY TYPE OF EXPRESS OR IMPLIED CONTRACT OTHERWISE

Date of Application: \_\_\_\_\_  
 Applicant Name \_\_\_\_\_ Position Applied For \_\_\_\_\_ (list only one)  
 Telephone Number ( ) - \_\_\_\_\_ Alternate/Cellular Telephone Number \_\_\_\_\_ - \_\_\_\_\_

Present Address \_\_\_\_\_  
 Street, Apartment or Unit Number City State Zip Code

Email Address (optional) \_\_\_\_\_ Are you 18 years of age or older: Yes  No

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes  No

Type of employment desired? Full-time  Part-time  (Specify hours) \_\_\_\_\_

Are you willing to work overtime? Yes  No  Date on which you can start work, if hired: \_\_\_\_\_

If hired, can you provide proof that you are legally eligible for employment in the U.S.? Yes  No

Have you previously worked for the Sells District? Yes  No

If yes, provide dates of employment and reason for separation from employment \_\_\_\_\_

EDUCATION	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School					
College					
Graduate/ Professional					
Trade or Correspondence					

**WORK EXPERIENCE**

Please list the names of your present and/or previous employers in chronological order with the present or most recent employer listed first. Provide information for at least the most recent ten (10) year period. Attach additional sheets if needed. If self employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. **DO NOT ANSWER "SEE RESUME".**

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**EMPLOYER**

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<b>Name</b>	<b>Address</b>	<b>Type of Business</b>
Telephone ( ) _____	Dates Employed From ____ / ____ / ____ To ____ / ____ / ____	
Job Title _____	Duties _____	

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Supervisor's Name \_\_\_\_\_ May we contact?  Yes  No If no, why not? \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

What will this employer say was the reason for your employment terminated? \_\_\_\_\_

Were you ever disciplined? If so, for what? \_\_\_\_\_

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

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**EMPLOYER**

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Telephone ( ) _____	Dates Employed From ____ / ____ / ____ To ____ / ____ / ____	
Job Title _____	Duties _____	

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Were you ever disciplined? If so, for what? \_\_\_\_\_

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

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Have you ever been terminated or asked to resign from any job?  Yes  No If yes, how many times? \_\_\_\_\_

Has your employment ever been terminated by mutual agreement?  Yes  No If yes, how many times? \_\_\_\_\_

Have you ever been given the choice to resign rather than be terminated?  Yes  No If yes, how many times? \_\_\_\_\_

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

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Briefly describe your qualifications for this position and any special skills or experience you possess which will be of special benefit in the position for which you are applying:

\_\_\_\_\_

List any professional or occupational registration, licensure or certification you currently hold which may be applicable to the position for which you are applying and/or indicate whether you have ever had any related professional registration, license, or certification suspended, revoked or terminated:

\_\_\_\_\_

**REFERENCES**

Please list the names of additional work-related references we may contact who have worked with you in the past. Individuals with no prior work experience may list school or volunteer-related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e. supervisor, co-worker)	TELEPHONE/EMAIL

Please list the names of personal references (not previous employers or relatives) who you know that we may contact.

NAME	OCCUPATION	RELATIONSHIP	TELEPHONE/EMAIL	NUMBER OF YEARS KNOWN

**APPLICANT CERTIFICATION**

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver’s license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Sells District may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Sells District has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) unlawful drug and/or alcohol test is positive, the employment offer may be with-drawn where allowed by law. I agree to work under the conditions requiring a drug free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Sells District policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that alcohol and/or drug testing may be a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Sells District’s policies and applicable federal, state, and local law.

If employed by the Sells District, I understand and agree that the Sells District, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of the Sells District property (including, but not limited to, files, lockers, desks, vehicle, and computers) and, in certain circumstances, my personal property. I understand that I have no expectation of privacy in the Sells District property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate, to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

SELLS DISTRICT IS AN AT-WILL EMPLOYER WHERE ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE SELLS DISTRICT OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE SELLS DISTRICT IS AUTHORIZED TO ENTER INTO AN AGREEMENT-EXPRESS OR IMPLIED-WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGN BY THE CHAIRPERSON OF THE SELLS DISTRICT.

IF HIRED, I AGREE TO CONFORM TO THE LAWFUL RULES AND REGULATIONS OF THE SELLS DISTRICT, AND I UNDERSTAND THAT THE SELLS DISTRICT HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL UNLESS SUCH AGREEMENT IS SIGNED BY THE CHAIRPERSON OF THE SELLS DISTRICT.

I authorize the Sells District and/or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking, to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state, and local law. I certify that I have received a separate written notification that the Sells District may obtain consumer reports (for example, criminal history, driving records, etc.) on me for use in connection with my Application (where allowed by law) and, if I am hired, my employment, unless otherwise prohibited by state, local, or federal law.

**I AUTHORIZE AND CONSENT TO, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTRACTED BY THIS EMPLOYER (INCLUDING ANY AND ALL PRIOR EMPLOYERS OF MINE) TO FURNISH INFORMATION REGARDING MY PREVIOUS EMPLOYMENT HISTORY AND/OR ANY OF THE ABOVE-MENTIONED INFORMATION.** I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Sells District or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Sells District and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. Further, if hired, I authorize the Sells District to provide truthful information concerning my employment to future employers and hold the Sells District harmless for providing such information.

If hired by the Sells District, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by the Sells District. I also understand the Sells District employs only individuals who are legally eligible to work in the United States.

**This application will be considered active for a maximum of six (6) months, if you wish to be considered for employment after that time, you must reapply.**

**I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.**

**DO NOT SIGN UNTIL YOU HAVE READ ALL THE INFORMATION CONTAINED IN THE APPLICATION.**

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

If the applicant is a minor, the forgoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Sells District, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to the Sells District personnel who need to know, the applicant and the applicant's legal guardian.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date