

**NOTICE AND AUTHORIZATION**

I, \_\_\_\_\_ hereby consent and authorize Buda Area Chamber of Commerce and / or its agent to prepare a pre-employment report including, but not limited, to obtaining a consumer report and information as to my credit worthiness, credit standing, character, general reputation, credit capacity, personal characteristics and mode of living. This report may involve personal interviews with sources such as neighbors, friends, associates, and past employers. Public records may be used in this report, such as civil and criminal records, liens, judgments, bankruptcy, that are deemed to having a bearing on my character. I also consent to this check being performed at any time during my employment with Buda are Chamber of Commerce .

- **In using a consumer report for pre-employment screening, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the applicant to whom the report related, a copy of the report and a description in writing of your rights including the right to request disclosure of the nature, sources and recipients of any reports or information received by Buda area Chamber of Commerce Federal Trade Commission, Sec. 609 @ (3).**

I have read and understand this Notice and Authorization.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Current Address \_\_\_\_\_ Dates \_\_\_\_\_

Prior Address \_\_\_\_\_ Dates \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions regardless of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

*(PLEASE PRINT)*

<b>P E R S O N A L</b>	How Did You hear About Us?		
	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry
	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
	Last Name _____	First _____	Middle _____
	Date _____		
Street Address _____		Home Telephone _____	
City, State, Zip Code _____		Business Telephone _____	
Position Desired _____		Pay Expected _____	
Social Security Number _____			
Have you ever been convicted of a Misdemeanor or Felony? Yes ___ No ___ If so, complete the following: (Do not include Minor traffic violations) Date: _____ Offense _____ Place _____ Disposition _____			

Best time to contact you at home is: \_\_\_\_\_ : \_\_\_\_\_ AM/PM

If you are under 18 years of age, can you provide required proof of eligibility to work?  Yes  No

Have you ever filed an application with us before? If Yes, give date \_\_\_\_\_  Yes  No

Have you ever been employed with us before? If Yes, give date \_\_\_\_\_  Yes  No

Do any of your friends or relatives, other than spouse, work here?  Yes  No  
If Yes, state name, relationship and location \_\_\_\_\_

Are You currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawful becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

Date available for work: \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary  
Please indicate: ( Mornings Afternoons )  
Please indicate dates available: \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if the job requires it?  Yes  No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

EDUCATION				
School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

**WORK EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title			

Supervisor

Reason For Leaving \_\_\_\_\_ May We Contact  Yes  No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title			

Supervisor

Reason For Leaving \_\_\_\_\_ May We Contact  Yes  No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title			

Supervisor

Reason For Leaving \_\_\_\_\_ May We Contact  Yes  No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title			

Supervisor

Reason For Leaving \_\_\_\_\_ May We Contact  Yes  No

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States Military.

List professional, trade, business, or civic activities and offices held.  
*You may exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

**ADDITIONAL INFORMATION**

**Other Qualifications** *Summarize special job-related skills and qualifications acquired from employment or other experience.*

**SPECIALIZED SKILLS (Skills/Equipment Operated)**

_____ Terminal	_____ Spreadsheet	Production/mobile Machinery (list)	Other (list)
_____ PC/MAC	_____ Word Processing	_____	_____
_____ Typewriter	_____ Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

Other qualifications related to the position you are seeking:

**PERSONAL/PROFESSIONAL REFERENCES** Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

**APPLICANTS STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigation of all statements in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that this Employee may resign at any time and the employer may discharge an employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, I am required to abide by all rules and regulations of the employer.

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