

SEVCA  
91 Buck Drive  
Westminster, VT 05158

## Application For Employment

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application		
How Did You Learn About Us?				
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In		
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____		
Last Name		First Name	Middle Name	
Address No.#	Street	City	State	Zip Code
Telephone Number (s)		Email		

If you are less than 18 years of age, can you provide required  
Proof of your eligibility to work?

Yes  No

Have you ever filed an application with us before?

Yes  No

If yes, give date

Have you ever been employed with us before?

Yes  No

If yes, give date

Are you currently employed?

Yes  No

May we contact your present employer?

Yes  No

Are you prevented from lawfully becoming employed in this  
country because of Visa or Immigration Status?  
(Proof of citizenship or immigration status will required upon employment)

Yes  No

On what date would you be available for work?

\_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work

Temporary

Are you currently on "lay-off" status and subject to recall?

Yes  No

Can you travel if a job requires it?

Yes  No

## Education

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

Indicate any foreign languages you can speak, read and / or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

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

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

## Employment Experience

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

<u>Employer</u>		<u>Dates Employed</u>		<u>Work Performed</u>
		<u>From</u>	<u>To</u>	
<u>Address</u>				
<u>Telephone Number(s)</u>		<u>Hourly Rate/Salary</u>		
		<u>Starting</u>	<u>Final</u>	
<u>Job Title</u>	<u>Supervisor</u>			
<u>Reason for leaving</u>				
<u>Employer</u>		<u>Dates Employed</u>		<u>Work Performed</u>
		<u>From</u>	<u>To</u>	
<u>Address</u>				
<u>Telephone Number(s)</u>		<u>Hourly Rate/Salary</u>		
		<u>Starting</u>	<u>Final</u>	
<u>Job Title</u>	<u>Supervisor</u>			
<u>Reason for leaving</u>				
<u>Employer</u>		<u>Dates Employed</u>		<u>Work Performed</u>
		<u>From</u>	<u>To</u>	
<u>Address</u>				
<u>Telephone Number(s)</u>		<u>Hourly Rate/Salary</u>		
		<u>Starting</u>	<u>Final</u>	
<u>Job Title</u>	<u>Supervisor</u>			
<u>Reason for leaving</u>				
<u>Employer</u>		<u>Dates Employed</u>		<u>Work Performed</u>
		<u>From</u>	<u>To</u>	
<u>Address</u>				
<u>Telephone Number(s)</u>		<u>Hourly Rate/Salary</u>		
		<u>Starting</u>	<u>Final</u>	
<u>Job Title</u>	<u>Supervisor</u>			
<u>Reason for leaving</u>				

If you need additional space please continue on a separate sheet of paper.

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

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## Applicant's Statement

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I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained 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 wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this 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 the Employee may resign at any time and the Employer may discharge 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 an authorized executive of this organization specifically acknowledges such change in writing.

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, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

Please list three references below, preferably at least two of which are professional.

**Professional References:**

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
# of years known \_\_\_\_\_  
Telephone \_\_\_\_\_

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
# of years known \_\_\_\_\_  
Telephone \_\_\_\_\_

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
# of years known \_\_\_\_\_  
Telephone \_\_\_\_\_

**Personal References:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
# of years known \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
# of years known \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
# of years known \_\_\_\_\_

Please mail your application to:  
SEVCA  
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Westminster, VT 05158