

# EMPLOYMENT APPLICATION

An Equal Opportunity Employer



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

(All sections must be completed. Please print clearly in ink).

## PERSONAL DATA

Name (Last, First, Middle)		Home Telephone No.
		Cell Phone No.
Street Address		Email Address
City, State, Zip Code		Have you ever worked for Gateways Community Services/Area Agency of Greater Nashua, Inc before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Desired Position & Salary Range		Are you Interested in <input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> seasonal
How did you hear about this position?		Who referred you?

## EMPLOYMENT HISTORY (Please list most recent employer first)

1. From (mo./yr.)	Thru (mo./yr.)	Company Name	Supervisor
Address			Telephone No. (include area code)
Department/Position/Duties			
Final Wage	Reason for Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. From (mo./yr.)	Thru (mo./yr.)	Company Name	Supervisor
Address			Telephone No. (include area code)
Department/Position/Duties			
Final Wage	Reason for Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. From (mo./yr.)	Thru (mo./yr.)	Company Name	Supervisor
Address			Telephone No. (include area code)
Department/Position/Duties			
Final Wage	Reason for Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. From (mo./yr.)	Thru (mo./yr.)	Company Name	Supervisor
Address			Telephone No. (include area code)
Department/Position/Duties			
Final Wage	Reason for Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

**EDUCATION**

Highest Grade Completed	School/College	City/State
Diploma/Degree		Major Area of Study
Specialized Training Relevant to the Desired Position		

**PROFESSIONAL LICENSE(S), REGISTRATION(S) OR CERTIFICATION(S)**

Number	<input type="checkbox"/> license <input type="checkbox"/> registration <input type="checkbox"/> certification	Issued By
Other Type of Credential, Please Specify		

**OTHER INFORMATION**

Do you have a current driver's license (If required for the job)	State of Issue	License No.
Have you ever been convicted of a criminal offense, other than a traffic violation, that has not been annulled by the court? <input type="checkbox"/> yes <input type="checkbox"/> no (Such a conviction may be relevant if job related, but does not necessarily bar you from employment).		
If Yes, Please Explain:		

**PROFESSIONAL/BUSINESS REFERENCES (if not applicable, Personal References)**

Name	Company	Title	Telephone No.	Relationship

**READ CAREFULLY BEFORE SIGNING**

- I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.
- I authorize without reservation my former employers, other persons or organizations to verify the accuracy of all information provided by me in this application resume and/or job interview. I release all parties involved from any and all liability for any and all damage that may result from providing such information.
- I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Gateways Community Services that such employment is at will, for no specified duration and may be terminated by either Gateways Community Services or myself at any time, with or without cause or notice.
- I understand that if offered a position, I will be required to authorize a check of criminal conviction record, prior rights violations, motor vehicle records and submit proof of employment eligibility required by the Department of Homeland Security/ U.S. Citizenship and Immigration Services.
- If hired, I agree to be bound by all policies, rules and regulations of Gateways Community Services.
- I understand that this application is considered current for only for 30 day. If I wish to be considered for employment after this period I may be required to fill out and submit a new application.

By signing below; I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature \_\_\_\_\_ Date \_\_\_\_\_ 11/08

**Gateways Community Services  
APPLICANT EEO DATA RECORD**

Dear Applicant,

It is our policy that equal opportunity employment shall be afforded to all qualified persons and that there shall be no discrimination against any person in any aspect of employment because of race, color, religion, sex, national origin, age, marital status, disability, or any other legally protected status.

The purpose for this EEO Data Record is to comply with government recordkeeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the Affirmative Action program. Periodic reports are made to the government on the following information. **The completion of the EEO Data Record is voluntary.**

If you choose to volunteer the requested information, please note that all EEO Data Records are kept in a confidential file and are not a part of your application for employment or personnel file. Inclusion or exclusion of any data will not affect any employment decision.



Sandy Pelletier, President & CEO  
Gateways Community Services

Name \_\_\_\_\_ Date \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

**GENDER:**  Male  Female

**ETHNIC ORIGIN:** (check one of the following)

<input type="checkbox"/> <b>White</b> <i>(not Hispanic or Latino)</i>	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
<input type="checkbox"/> <b>Hispanic or Latino</b>	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
<input type="checkbox"/> <b>Black or African American</b> <i>(not Hispanic or Latino)</i>	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/> <b>Native Hawaiian or Other Pacific Islander</b> <i>(not Hispanic or Latino)</i>	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
<input type="checkbox"/> <b>Asian</b> <i>(not Hispanic or Latino)</i>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or Indian Subcontinent; for example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
<input type="checkbox"/> <b>American Indian or Alaskan Native</b> <i>(not Hispanic or Latino)</i>	A person having origins in any of the original peoples of North and South America (including Central America), <u>and</u> who maintain tribal affiliation or community attachment
<input type="checkbox"/> <b>Two or More Races</b> <i>(not Hispanic or Latino)</i>	All persons who identify with more than one of above five races.

Check if any of the following are applicable:

\_\_\_\_\_ Vietnam Era Veteran

\_\_\_\_\_ Disabled Veteran

\_\_\_\_\_ Disabled Individual



## Disclosure

As part of our hiring background and investigation, we may obtain company consumer reports or prepare investigative consumer reports. This investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving records. Under the provision of the **Fair Credit Reporting Act** (15 USC at 1681-161u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.

*Applicant's Copy*

