



Joint Council for Economic Opportunity
of Clinton and Franklin Counties, Inc.

Employment Application

Equal Opportunity Employer

Applicant Information

Full Name: _____
Last First MI Date

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Available Start Date: _____ Desired Salary: \$ _____

Position Applied for: _____

How did you hear about this position? _____

Are you legally authorized to work in the U.S.? YES NO

Have you ever worked for JCEO? YES NO If yes, when? _____

Are any of your relatives employed with us? YES NO If yes, name & relationship: _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

Did you graduate? YES NO Diploma: _____

College/Vocational: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____

Skills

List any additional skills, technical, or professional training or knowledge that you feel would support your application:

List any certifications, licenses, or professional achievements that would support your qualifications for employment:

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Job Title: _____ Supervisor: _____

Company: _____ Phone: _____

Address: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Job Title: _____ Supervisor: _____

Company: _____ Phone: _____

Address: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Previous Employment (cont.)

Job Title: _____ Supervisor: _____

Company: _____ Phone: _____

Address: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein, and the references and employers listed above, to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the Company from all liability from any damage that may result from utilization of such information.

I also understand and agree that no representative of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

It is the policy of JCEO to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

Applicant's Signature: _____

Date: _____