

Date \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

### Employment Application Checklist

- Community for Learning Employment Application
- W-4 Employee Withholding Allowance Certificate
- I-9 Employment Eligibility Verification – Section 1
- Authorization for Automatic Payroll Deposit (if selected)
- Employee Probation Policy

### Please include the following documents:

- Résumé
- Copy of your highest earned degree or transcripts of your credit hours/degree status
- Copy of your driver's license and social security card OR U.S. Passport  
(support for your I-9 Employment Eligibility Verification)
- Voided personal check  
(for Automatic Payroll Deposit, if selected)

**Employment Application** (PLEASE PRINT). DATE \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth (only if under age 18): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone # : \_\_\_\_\_ Alternate Phone # : \_\_\_\_\_

Email Address: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

OR GED: Location: \_\_\_\_\_ Date Earned: \_\_\_\_\_

AA Degree – Institution: \_\_\_\_\_

BA/BS Degree – Institution: \_\_\_\_\_ Area of Study: \_\_\_\_\_

Currently enrolled in a higher education institution: Name: \_\_\_\_\_

Additional Education: \_\_\_\_\_

What Days and hours are you available to work: \_\_\_\_\_

**Employment History**

Current/Previous Employer/Name of Company: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Employment \_\_\_\_\_ Position/Duties: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

May we contact your current/previous employer?  Yes  No Initial \_\_\_\_\_

Do you have a current APS/CYFD background check?  Yes  No

(If "No" all applicants are required to obtain a background check prior to employment)

