

Employment Application



After you open the PDF Application you can:

1. Fill in the Form - then Print and submit in person or by mail
2. Print a blank copy - fill it in later and then submit in person or by mail
3. Fill in the Application online - then send it by clicking the **little envelope icon above left**
Select option 2 - Send Copy of the entire PDF file Send to: execdir@weeoc.org

Western Egyptian Economic Opportunity Council Inc.
 1 Industrial Park
 P.O. BOX 7
 Steeleville, IL 62288
 Phone: 618-965-3458
 Fax: 618-965-9421
 Website: www.weeoc.org
 Email: Execdir@weeoc.org

Date: _____

Name: _____

Address: _____

State/Province: _____

Zip/Postal Code: _____

SS Number: _____

Home Phone: _____

Cell Phone: _____

Positions Applied for: _____

Salary Desired: _____

When available to begin work? _____

Hours Available to Work:

Mon _____

Tues _____

Wed _____

Thurs _____

Fri _____

Sat _____

Sun _____

Full-Time Part-time Full or part-time

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Have you ever been convicted of a crime: yes no

If yes, please explain

Do you have a drivers license? yes no

State of issue: _____

Have you had any accidents in the past 3 years? yes no

How many? _____

Do you had any moving violations in the past 3 years? yes no

How many? _____

Previous Employment (list up to 3)

1.

Name of Employer: _____

Name of last supervisor: _____

Dates of employment:
From: _____ To: _____

Salary:
From: _____ To: _____

Complete Address: _____

Phone #: _____

Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

2.

Name of Employer: _____

Name of last supervisor: _____

Dates of employment:
From: _____ To: _____

Salary:
From: _____ To: _____

Complete Address: _____

Phone #: _____

Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

3.

Name of Employer: _____

Name of last supervisor: _____

Dates of employment:
From: _____ To: _____

Salary:
From: _____ To: _____

Complete Address: _____

Phone #: _____

Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

Skills: _____

Typing: _____

Computer: PC Mac Both

Applications (list all that apply): _____

Other Skills:

Please list 2 references other than relatives and previous employers

Name	_____	_____
Position	_____	_____
Company	_____	_____
Telephone	_____	_____

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

Applicant Statement

I certify that the information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I haven't heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary, and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of eliminating or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date _____

NOTICE TO ONLINE APPLICANT USERS - IF YOU CHOOSE TO SEND THIS APPLICATION ELECTRONICALLY YOU AGREE TO THE ABOVE APPLICANT STATEMENT AND YOU MAY BE REQUIRED TO SIGN YOUR RECEIVED APPLICATION UPON REQUEST.