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|  | Valley of the MoonGeorge Phar Legler Society, Inc |

# Employment Application

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, non-job-related handicap or disability, sexual orientation, or any other legally protected status. Attach additional pages as needed (PLEASE TYPE OR PRINT)

## Applicant Information

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| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

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| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

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| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

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| --- | --- | --- | --- |
| Phone: |  | Email |  |

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| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  |  |  |

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| Position Applied for: |  |

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| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |

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| --- | --- | --- | --- | --- |
| Have you worked or volunteered with us? | YES[ ]  | NO[ ]  | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES[ ]  | NO[ ]  |  |

You may omit: (1) offenses committed before your 18 birthday and adjudicated under a juvenile offender law which were NOT related to sexual misconduct; (2) offenses as to which the record has been expunged; (3) minor traffic violations. Conviction will not necessarily disqualify an applicant from employment.

|  |  |
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| If yes, explain: |  |

## Education

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| --- | --- | --- | --- |
| High School: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |  |

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| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |
|  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- |
| Graduate School or Other: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

## Previous Employment

Start with your present or last job and work back 10 years. To be considered for employment, the following information must be completed in full. “See Resume” is unacceptable. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. Attach additional pages as needed.

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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  | Supervisor’s Phone: |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  | Supervisor’s Phone: |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  | Supervisor’s Phone: |

## Military Service

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| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

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| If other than honorable, explain: |  |

## Special Skills or Qualifications

Please describe any specialized training, skills or qualifications that make you a good fit for this position

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## Disclaimer and Signature

 I, voluntarily and knowingly, unconditionally release and forever discharge Valley of the Moon, George Phar Legler Society, Inc and any named or unnamed informant from any and all liability related to obtaining, furnishing or using this information, including the use of a service to determine criminal history. This authorization shall be valid one year from the date signed and a photographic or faxed copy of the authorization shall be as valid as the original. I certify that my statements on this application and my responses to all of the foregoing questions are true and correct to the best of my knowledge, and there is no information that I have omitted, misrepresented or failed to include. If any of my statements or responses on this application are found to be untrue, misrepresented or omitted, I understand that such a finding may result in the rejection of my application, and, if employed, my immediate discharge or discharge at any time during my employment.

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| Signature: |  | Date: |  |