



Unity Community Development Corporation
Center for Working Families, Dave Evans Campus

EMPLOYMENT APPLICATION

An Equal Opportunity Affirmative Action Employer

Position(s) Applied For _____ Full Time _____ Part Time _____

Name _____
Last First Middle

Address _____ Apt. _____

City/Village/Township _____ County _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Cell Number _____ E-mail Address _____

Have you ever been employed here before? _____ Yes _____ No

Date/Position _____

Are you related to any College employee or Board Member? _____ Yes _____ No

Name _____ Relationship _____

Are you legally authorized to work in the United States? _____ Yes _____ No

List all convictions and pleas of nolo contendere (no contest) for any offense or violation (including felony, misdemeanor or municipal ordinance) other than minor traffic violations, and list all pending criminal charges. _____

EDUCATION

HIGH SCHOOL/GED

(If you attended more than one High School, list the one from which you graduated.)

Table with 3 columns: Name of School, Location, Highest Grade Completed

TRAINING BEYOND HIGH SCHOOL

(Include College, University, Business, Nursing, Military or Other Training you have received.)

Table with 5 columns: Name and Location of School, Indicate Major or Minor and Field of Study, Degree/Diplomas Title & Date, Semester Hrs./Credit, Dates of Attendance

LIST PROFESSIONAL LICENSES OR CERTIFICATIONS AND ATTACH VERIFICATION COPIES.

If you need assistance in completing this application, please contact: Betty Gavin or Mac Willis at 815-722-9200- Between the hours of 1:00 PM to 4:00 PM Monday to Friday

See reverse side (page 2) for completion of application

READ, UNDERSTAND, SIGN AND DATE IF YOU AGREE:

I certify that the facts set forth in this application are true, correct and complete without misrepresentations or omissions of any kind whatsoever. I authorize investigation of the statements I have made herein.

I hereby release from any and all liability all representatives of Unity Community Development Corporation or their acts performed in connection with evaluating my application, background, credentials and qualifications. I hereby further authorize any party (including the companies, schools and organizations listed in this application form) to release any information they may have about me to Unity Community Development Corporation, including all transcripts/school records and all of my personal records with prior employers. I also release all persons, companies, schools and organizations (and such persons connected with them) who provide such information to Unity Community Development Corporation from any and all liability for any damage for giving this information. I understand that if any of the information on this application form is discovered to be incorrect, false or misleading, or if there are any misrepresentations or omissions of any kind whatsoever, then Unity Community Development Corporation may deny me employment or terminate my employment, and I agree that Unity Community Development Corporation shall not be liable in any respect if it does so.

I also understand that my employment at Unity Community Development Corporation may be contingent upon the satisfactory completion of a physical examination, which may include a drug screen, an investigation of my work record and references, and a criminal background check. I consent to a pre-employment physical examination and such future examinations as may be required by, Unity Community Development Corporation which may include drug screens as required.

Signature of Applicant

Date