



APPLICATION FOR EMPLOYMENT

Goldin & Stafford is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Please complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (Don't just indicate "See Resume"). Applications with missing or invalid job numbers will not be considered for any position.

Position Applying for:		Today's Date:
Name (Last, First, Middle):		Other Names under which you have been employed:
Street Address:		
City, State, Zip:		
Email:		
Cell Phone:	Home Phone:	Other Phone:
Are you eligible to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If DC resident, What Ward (circle one): 1 2 3 4 5 6 7 8
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is your current position?
Do you have a valid Driver's License?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state of issuance, license #, and expiration date:
How did you learn about this employment opportunity? Check all that apply:		
<input type="checkbox"/> Ad in newspaper or magazine <input type="checkbox"/> Job Bulletin (Posting) / Walk-In <input type="checkbox"/> Department of Labor <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other: -----		



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WORK EXPERIENCE: Please detail your entire work history. Please begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. If necessary, attached additional sheets. Please note: Omission of prior employment may be considered falsification of information. Additionally, please explain any gaps in employment. Please also include full-time military or volunteer commitments. PLEASE DO NOT complete this form with the notation "See Resume".

PLEASE NOTE: **Goldin & Stafford** reserves the right to contact all current and former employers for reference information.

Organization Name and Address:	Dates Employed From: To:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If Part-time, Hours per Week: -----
Title / Position		Contact my references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a candidate
Supervisors Name and Phone Number:	Other Reference Name and Phone Number:	
Primary Duties:	Reason for Leaving:	

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Primary Duties:	Reason for Leaving:	



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<p>DISCLAIMER: – By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.</p>	<p>Signature</p>	<p>Date</p>
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PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represent grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize **Goldin & Stafford** to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of **Goldin & Stafford** serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefit-eligible basis, I understand that I would be required to make mandatory contributions to **Goldin & Stafford**, retirement system or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first six months of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be termination without right of appeal.

Applicant
Signature:

Date:
