



Application for Employment

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applications requiring reasonable accomodation to the application and/or interview process should notify a Human Resource manager at Island Heat.

Position(s) applied for _____ Name of Referral (if applicable) _____

Name _____ Date of Application _____
 Last First Middle

Address _____
 Street City State Zip Code

Please indicate the best Number/Time to Contact: _____
 HOME PHONE CELL PHONE WORK PHONE

Do you need any extended period of time off in the next year? YES NO If yes, Why? _____

Please indicate ALL times you are able to work. (EXAMPLE: Mon 9am-5pm)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Date available for work _____.

Type of Employment Desired: FULL TIME PART TIME Temporary Seasonal

Will you work overtime if required? YES NO If no, please explain: _____

Have you been convicted of a felony or misdemeanor in the last 7 years? YES NO If yes, explain _____

Educational Background

A - List (3) schools attended, starting with the most recent. B - List number of years completed. C - Indicate degree or diploma
 D - GradePoint Average E - Majorfield of study. F - Minor Field of Study (if applicable).

A-School	B- Years Completed	C-Degree/Diploma	D- Class Rank	E- Major	F - Minor

Skills and Qualifications

Summarize any special training, skills, licenses, and/or certifications that may qualify you as being able to perform the job -related functions in the position you are applying.

Special accomplishments, publications, awards, etc. _____

List any additional information you would like us to consider.

Employment History

Provide the following information about your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comments section below.

Employer	Telephone	Dates Employed From: To:	Summarize the type of work performed and the job responsibilities
Address			
Job Title	Hourly Rate/Salary – Starting \$ per		
Immediate Supervisor and Title	Hourly Rate/Salary – Ending \$ per		
Reason for Leaving			
May we contact Reference?	YES	NO	

Employer	Telephone	Dates Employed From: To:	Summarize the type of work performed and the job responsibilities
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Immediate Supervisor and Title	Hourly Rate/Salary – Ending \$ per		
Reason for Leaving			
May we contact Reference?	YES	NO	

References

List name and telephone number of three business/work references who are NOT related to you. If applicable, list three school or personal references who are NOT related to you.

NAME	TELEPHONE	YEARS KNOWN

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employers service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, and institutions.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without any cause and without prior notice.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant : _____ Date of Application : _____