

Partnerships With Industry - Employment Application

Personal

Applying for: _____ How Referred: _____ Date: _____

Name (first, middle, last): _____

Address: _____

City: _____ State: _____ Zip: _____

Personal email: _____

Home ph: () _____ Message ph: () _____

If offered employment, can you provide proof of authorization to work in the U.S.? Yes No

Are you 18 or over? Yes No Driver's license # / Date of Exp. / State: _____

May we contact you at work?: Yes No N/A If yes, # and best time to call: () _____ ^{work phone} : _____ ^{am} / ^{pm}

Available

Date available: _____ Hours per week expected: _____ Pay expected: _____

Type of employment you are seeking: Full Time Part Time On Call

	Mo	Tu	We	Th	Fr	Sa	Su
Specific Days/Hrs Beg							
Available: End							

Education

High school: _____

City/St/Zip _____ Diploma Yes No

College/Univ: _____

Field of study: _____ Years Attended: _____

City/St/Zip _____ Degree Yes No

Other/Skills/Training

Other, or additional education. Please attach credentials, special trainings/qualifications, etc.:

Computer knowledge/experience/proficiency level (please be specific):

Typing/keyboard skills speed (words per minute, 10-key, etc.):

Foreign Language(s), Sign Lang and Braille and proficiency level (attach credentials, certificates, etc.):

Background Information

Have you ever been convicted of a crime, including sex-related or child/adult/elder abuse? A conviction will not necessarily exclude you from being considered for employment. No Yes

If yes, please explain:

Any physical condition or disability which may limit your ability to perform the job you are applying for? No Yes

If yes, what can be done to accommodate your limitation(s)?

Have you used names other than the name listed on your application? No Yes

If yes, please list names:

Military Service

Branch of service:

Dates of service:

Duties/special training:

References

Ref 1. (First /Last):

Phone:

Address:

City/St/Zip:

Relationship:

Time known:

Ref 2. (First /Last):

Phone:

Address:

City/St/Zip:

Relationship:

Time known:

Ref 3. (First /Last):

Phone:

Address:

City/St/Zip:

Relationship:

Time known:

By my signature,

- I understand that employment with Partnerships With Industry (PWI) is contingent upon successful completion of a pre-employment physical examination, DMV record, drug testing, credential review, and/or criminal background investigation; if PWI determines that such an examination, test, or investigation is appropriate for the position I have applied for.
- The pre-employment physical will consist of at least the following: the applicant completes a health history form, noting any past injuries, illnesses, and surgeries. The applicant's height, weight, and blood pressure will be taken. A urinalysis will test for blood in the urine, glucose, diabetes, protein, and sugar. An exam will be conducted by a doctor which will include a test of flexibility, mobility, and review of any surgical scars. If there are any items on the health history that the doctor considers to be noteworthy, there will be dialogue with the doctor and the applicant as deemed appropriate by the doctor. If necessary, at the discretion of PWI, additional physical tests and/or assessments may be required.
- I understand that incomplete or incorrect information will not be tolerated and will result in discipline, up to and including termination, if I am hired.
- I authorize and consent to all schools, former employers, references, and others who have information about me, to provide such information to PWI and release all such entities and individuals and PWI and PWI's representatives from any liability for any damage that may result from providing or receiving such information.
- I understand that if I submit a résumé or any other document as requested during the application process, by signing this application I am certifying that all information contained in the résumé or other document is complete, true and accurate.
- I understand and agree that, if hired, my employment with PWI is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and for any or no reason.
- I also understand that the at-will nature of the employment relationship is the entire agreement and cannot be changed except in a writing signed by PWI's Executive Director which expressly states that it is changing the at-will nature of the employment relationship.
- I understand that this application does not represent a contract, nor does it guarantee that I will be hired.
- I understand that this application is considered current for thirty (30) days.
- I understand that if I wish to be considered for employment at a later time, I must renew and update my application at that time.
- I certify that the information in this application is complete and correct.

Applicant's signature

Date

The Immigration Reform and Control Act (IRCA) Prohibits Employment Discrimination

What You Should Know

Under IRCA, when hiring, discharging, or recruiting or referring for a fee, employers with four or more employees **may not**:

- ◆ Discriminate because of **national origin** against U.S. citizens, U.S. nationals, and authorized aliens
- ◆ Discriminate because of **citizenship status** against U.S. citizens, U.S. nationals, and the following classes of aliens with work authorization: permanent residents, temporary residents (that is, individuals who have gone through the legalization program), refugees, and asylees.

Employers can demonstrate compliance with the law by following the verification (I-9 Form) requirements and treating all new hires the same. This includes the following steps:

- ◆ **Establish a policy of hiring only individuals who are authorized to work.** A “U.S. citizens only” policy in hiring is illegal. An employer may require U.S. citizenship for a particular job **only** if it is required by federal, state, or local law, or by government contract.
- ◆ **Complete the I-9 Form for all new hires.** This form gives employers a way to establish that the individuals they hire are authorized to work in the United States.
- ◆ **Permit employees to present any document or combination of documents acceptable by law.** Employers **cannot** prefer one document over others for purposes of completing the I-9 Form. Authorized aliens do not carry the same documents. For example, not all aliens who are authorized to work are issued “green cards. As long as the documents are allowed by law and appear to be genuine and relate to the person, they should be accepted. Not to do so is illegal. Acceptable documents are listed on the reverse side.

IPCA established the Office of Special Counsel for Immigration-Related Unfair Employment Practices to enforce the IFICA antidiscrimination provision. Discrimination charges are filed with this Office.

Charges or written inquiries should be sent to: The Office of Special Counsel for Immigration-Related Unfair Employment Practices, P.O. Box 27728, Washington, DC 20038-7728.

For more information, call the OSC Employer Hotline at 1-800-255-8155 (toll free); 1-800-362-2735 (TDD device for the hearing impaired).

For questions about Title VII, please contact the Equal Employment Opportunity Commission at 1-800-669-4000 (toll free) or 202-275-7518 (TDD).

I - 9 Form • List of Acceptable Documents

List A

List B

List C

Documents That Establish Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certificate of US Citizenship (INS Form N-560 or N-561)		2. ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		2. Certification of Birth Abroad issued by Dept of State (Form FS-545 or DS-1350)
3. Certificate of Naturalization (INS Form N-550 or N-570)		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization		4. Voter's registration card		4. Native American tribal document
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (INS Form I-197)
6. Unexpired Temporary Resident Card (INS Form I-688)		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
7. Unexpired Employment Authorization Card (INS Form I-688A)		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by the INS (other than those listed under List A)
8. Unexpired Reentry Permit (INS form I-327)		8. Native American tribal document		
9. Unexpired Refugee Travel Document (INS Form I-571)		9. Driver's license issued by a Canadian government authority		
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS form I-688B)		For persons under age 18 who are unable to present a document listed above:		
	10. School record or report card			
	11. Clinic, doctor, or hospital record			
	12. Day-care or nursery school record			