



# POTENTIAL DEVELOPMENT

Creating Brighter Futures for Students with Autism

## Employment Application

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source:  Advertisement  Friend  Relative  Walk-In  
 Employment Agency  Other \_\_\_\_\_

Name \_\_\_\_\_  
(LAST) (FIRST) (Middle)

Address \_\_\_\_\_  
(NUMBER) (STREET) (CITY) (STATE) (ZIP CODE)

Telephone (\_\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_  
Area Code

If employed and you are under 18, can you furnish a work permit?  Yes  No

Have you filed an application here before?  Yes  No If Yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If Yes, give date \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
(Proof of citizenship or immigration status will be required upon employment)  
 Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work?  Full Time  Part Time  Shift Work  Temporary

Are you on a lay-off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
(Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER



# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer	Telephone (    )	Work Performed
Address		
Job Title		
Dates Employed	To                      From	
Hourly Rate/Salary	Starting                      Final	
Supervisor		
Reason For Leaving		
2. Employer	Telephone (    )	Work Performed
Address		
Job Title		
Dates Employed	To                      From	
Hourly Rate/Salary	Starting                      Final	
Supervisor		
Reason For Leaving		
3. Employer	Telephone (    )	Work Performed
Address		
Job Title		
Dates Employed	To                      From	
Hourly Rate/Salary	Starting                      Final	
Supervisor		
Reason For Leaving		
4. Employer	Telephone (    )	Work Performed
Address		
Job Title		
Dates Employed	To                      From	
Hourly Rate/Salary	Starting                      Final	
Supervisor		
Reason For Leaving		

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications

Acquired from employment or other experience. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Veteran of the U. S. Military service?    Yes    No    If Yes, Branch \_\_\_\_\_

Indicate languages you speak, read, and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give name, address and telephone number of three references who are *not related* to you and are not previous employers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Employment Notice to Disabled Veterans, Vietnam era Veterans, and Individuals With Physical Or Mental Handicaps.

Government contractors are subject to 38 USC 2012 of the Viet Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

- Handicapped Individual     
Disabled Veteran     
Vietnam Era Veteran

Signed \_\_\_\_\_