

Last name	First	MI	Birth date	Date of application
Street address			Email address	Social Security number
City	State	ZIP	Home telephone	Work telephone
Are you available for: Full time _____ Part-time _____	Days and Hours available for work		Best time to call you at home	Date available for work.

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status. Information provided on this application will not be used for any discriminatory purpose.

Employment Record

Starting with present, or most recent job, list all previous employers. Include self-employment and summer and part-time jobs.

If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

If any of your educational or employment records are under other than the above name, please provide other names.

Last or present company		Type of business	Type or classification of job	
Street address		Phone number	Brief description of job duties	
City	State	ZIP code		
Supervisor's name		Phone number		
Base salary	Dates worked From To			
Reason for leaving				
Company		Type of business	Type or classification of job	
Street address		Phone number	Brief description of job duties	
City	State	ZIP code		
Supervisor's name		Phone number		
Base salary	Dates worked From To			
Reason for leaving				
Company		Type of business	Type or classification of job	
Street address		Phone number	Brief description of job duties	
City	State	ZIP code		
Supervisor's name		Phone number		
Base salary	Dates worked From To			
Reason for leaving				

Application for Employment

Coddington Road Community Center
 920 Coddington Rd. Ithaca, NY 14850
 Phone (607) 277-1434 Email: crcc@coddingtonroad.org

Educational History

School name	Location (city, state)	Major course or subject	Dates attended		Graduated		Degree
			From	To	Yes	No	
High school							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

Outside Activities, Special Interests or Hobbies.

Special Skills - Please list other skills and experience you have acquired.

Professional/Work References

List three past supervisors, or persons who are not related to you, who have knowledge of your qualifications.

Name	Title/relationship	Address (street, city, state, ZIP code)	Phone no. (include area code)	Occupation

May we contact your present employer? Yes No

Have you ever been convicted of a felony or misdemeanor? YES ____ NO ____ (If yes, explain on back)

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed.

I understand that that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

Date _____ Signature _____

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