



GRAD CINCINNATI

GRAD Cincinnati Employment Application (An Equal Opportunity Employer)

Date _____

Answer all questions accurately and completely. A false or misleading statement or omission will invalidate your application. If you need additional space for any response, please continue on a separate sheet of paper, which you must sign and date.

PERSONAL INFORMATION

Name _____
Last Name First Name Middle Initial

Social Security # _____ Are you at least 18 years of age? YES NO

Have you ever been known by any other names? If so, list all names.

Present address _____
Street City State Zip

How long have you lived at this address? _____

Previous address _____
Street City State Zip

How long did you live at this address? _____

Home phone # _____ Cell phone # _____

Email address _____ Referred by _____

Position desired _____ Type of position? Part-Time Full Time

Available to work (check all that apply): Days Evenings Weekends

Days/hours available:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							



Location preferred: Hays/Porter Rees E. Price Oyler School Roll Hill Academy
 Riverview East Academy Ethel M. Taylor Academy
 Western Hills University High School Taft Information Technology High School

Are you able to perform the essential functions of job for which you are applying with or without reasonable accommodation? (If you have any question about the job's essential functions, please ask the interviewer before you answer this question.) YES NO

Do you have a legal right to work in the United States? YES NO

Have you ever been an employee or volunteer at GRAD Cincinnati? YES NO If yes, when, where, and why did you leave? _____

Is any relative or member of your household employed by GRAD Cincinnati? YES NO
 If yes, list names. _____

Have you ever been fired, asked to resign, or disciplined by an employer or volunteer organization? YES NO If yes, explain _____

Driver's License Number: _____ State: _____ Expiration Date: _____

Do you have any moving violation points on your Driver's License? YES NO If yes, please explain. _____

Have you ever been convicted of, or plead guilty or no contest to, a felony or misdemeanor? (A conviction will not necessarily disqualify you from employment.) YES NO If yes, please explain. _____

EDUCATION				
	Name & City/State of School Attended	How Many Years	Did You Graduate	Degree Type
High School				
College				
Other				



List any honors or special recognition you have received. Omit any which reveal your sex, race, color, ancestry, national origin, religion, age, disability, veteran or military status, or any other protected status.

EMPLOYMENT EXPERIENCE

List ALL the jobs you have had, starting with the most recent. Explain any gaps in employment greater than one month since leaving school.

Employer Name and Address:		Job Title:	
Employed from: to	Starting Salary: \$	Ending Salary: \$	
Job Responsibilities:			
Reason for leaving (if presently employed, reason for considering leaving):			
If still employed, may we contact this employer?	Name, Title & Telephone Number of Supervisor:		
Employer Name and Address:		Job Title:	
Employed from: to	Starting Salary: \$	Ending Salary: \$	
Job Responsibilities:			
Reason for leaving:			
Name, Title & Telephone Number of Supervisor:			
Employer Name and Address:		Job Title:	
Employed from: to	Starting Salary: \$	Ending Salary: \$	
Job Responsibilities:			
Reason for leaving:			
Name, Title & Telephone Number of Supervisor:			

If you need additional space to list all employers or gaps in employment greater than one month, please continue on a separate sheet of paper, which you must sign and date.



SPECIAL SKILLS & QUALIFICATIONS

Summarize special job-related skills, qualifications, certifications, or training that you acquired from employment or other experience. Omit any which reveal your sex, race, color, ancestry, national origin, religion, age, disability, veteran or military status, or any other protected status.

REFERENCES

List the names of three persons not related to you, whom you have known at least one year and whom have knowledge of your character, experience, and abilities.

Name _____ Business _____

Address _____ Phone # _____

Name _____ Business _____

Address _____ Phone # _____

Name _____ Business _____

Address _____ Phone # _____

IN CASE OF EMERGENCY NOTIFY:

Name _____ Relationship _____

Phone # _____

CERTIFICATION: PLEASE READ CAREFULLY BEFORE SIGNING

The information I provided in this Employment Application is true and complete. I understand that any false or misleading statement or omission in this application or during the hiring process, whenever it may be discovered, will result in disqualification or termination.

If I receive an offer of employment, I authorize a medical examination, including a drug screen, by an examiner selected by GRAD Cincinnati. I understand that any offer of employment may be contingent upon such medical examination and a background check.

I acknowledge that, if hired, my employment is for no definite period and may be terminated at any time with or without cause, and with or without notice, by either me or GRAD Cincinnati. I understand

301 Oak Street | PO Box 19477 | Cincinnati, OH 45219 | (513) 363-3240 | www.gradcincinnati.org

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that this cannot be changed except in a writing signed by the Executive Director of GRAD Cincinnati that states it is intended to make that change. Anything said or implied to the contrary is not binding on GRAD Cincinnati.

Date: _____ Signature: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize any reference, school, former employer or other person to disclose to GRAD Cincinnati, upon request, any information they may have about me and I release them from all liability for disclosing such information.

Date: _____ Signature: _____

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