



250 North Bloomfield Rd
Canandaigua, NY 14424
585-396-7230
www.gccc.org

Application for Employment

Personal Information		
Full Name:		
Address:		
City:	State:	Zip:
Phone:		
Email:		
Date:		

Employment Information
Position for which you are applying: _____
Are you currently employed? _____ If yes, please complete the info below.
Employer's Name: _____ Employer Phone: _____
Employer's Address: _____
How long have you been with this employer? _____ present wage? _____
If offered a position, when can you start? _____
If hired, can you show proof of your legal right to work in the U.S.? _____
Have you ever been dismissed, or asked to resign from any position? _____
Please Yes, explain. _____
Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment? (A yes answer does not necessarily disqualify an applicant from employment) If yes, please explain. _____

Education Please list all schools attended and any other pertinent information about your education.

School(s)- High School/College	Subjects Studied (if applicable)

Employment Experience- List most recent experience first.

Employer Name/Address/phone	Position(s) held	Dates Employed	Reason for Leaving

References-No Family References

Name	Phone number	Relationship

The following section is to be completed by applicant for an office position.

Can you type? _____ How many words per minute? _____

Computer Skills _____

Please provide computer, software, and social media knowledge below:

I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.

Signature _____ Date _____