

San Juan Foundation

Application for employment

Name: _____
Last First Middle Maiden

Present address: _____
Number Street City State Zip

Email address: _____

How long at address: _____

Telephone: (____) _____ Cell phone: (____) _____

Available for employment as:

___ Full time ___ Part time ___ Full or part

What date available for work: _____

Education history

Type of school Name of school Location Number of years Major or degree

High school _____

College _____

Bus or trade school _____

College or University _____

Current employment

List previous employment starting with the most recent first:

Employer Address City, State Phone

Name of supervisor Position held Job description

Employment dates Start End Reason for leaving

Previous Employment

Employer _____ **Address** _____ **City, State** _____ **Phone** _____

Name of supervisor _____ **Position held** _____ **Job description** _____

Employment dates **Start** **End** _____ **Reason for leaving** _____

Employer _____ **Address** _____ **City, State** _____ **Phone** _____

Name of supervisor _____ **Position held** _____ **Job description** _____

Employment dates **Start** **End** _____ **Reason for leaving** _____

Employer _____ **Address** _____ **City, State** _____ **Phone** _____

Name of supervisor _____ **Position held** _____ **Job description** _____

Employment dates **Start** **End** _____ **Reason for leaving** _____

Have you ever been convicted of a crime? ___ No ___ Yes

If yes, explain number of convictions(s), nature of offenses(s) leading to convictions(s), how recently such offense(s) was/were committed, sentences(s) imposed, and type(s) of rehabilitation.

Do you have a valid driver's license: ___ Yes ___ No

State of issue _____

Expiration date _____ ___ Operator ___ Commercial (CDL) ___ Chauffer

Have you had any accidents during the past three years? ___ Yes ___ No **How many?** _____

Have you had any moving violations during the past three years? ___ Yes ___ No **How many?** _____

Would you be willing to drive a distance of 30+ miles to work? ___ Yes ___ No

Are you proficient in any of the following?

Typing _____

Power Point _____

Word _____

Publisher _____

Excel _____

Email _____

QuickBooks _____

Other _____

References

Please list two references other than relatives or previous employers.

Name _____

How long known _____

Address _____

Email address: _____

Telephone () _____

Name _____

How long known _____

Address _____

Email address: _____

Telephone () _____

An application sometimes makes it difficult for individuals to adequately summarize a complete experience and/or training. Use this space below to list any additional information necessary to describe your full qualifications for the specific position for which you are applying.

For the GEAR UP position, a San Juan School District background screening and a TABE test will be required before this application will be considered.

How to save this application

- Select File
 - Select Print
 - Under printer designation, change to "Save as PDF"
 - Rename your file to your name and SJF application.
 - ex. johndoe.SJFapplication.pdf
- Select Save/Print

Your file should now be saved in your documents.