

Education																				
Highest Level of education completed										College			Graduate School							
1	2	3	4	5	6	7	8	9	10	11	12	GED	1	2	3	4	1	2	3	4

School	Location	Attendance dates	Did you Graduate?	Type of Degree or Diploma	Major	Minor
High School or GED						
College or University						
Graduate or Professional School						
Vocation or Technical School						

Please list specific courses, workshops or training you have that are related to the position in which you are applying.

Licenses and certifications (List, giving dates and sources of issuance):

If the job(s) applied for calls for specific courses, indicate those courses taken and credits received:

Current professional status: (List fields of work for which you have been registered) Registration: State:

Skills
CHECK the following skills, experiences, etc., which you have:

Driver's License # _____ State _____ Sign Language

Car for use at work WPM _____

Foreign Language _____

References

Name	Years Know	Company/Organization	Home/Business Address	Home/ Business Phone
1)				
2)				
3)				
4)				

<p>Date of Birth (Month) (Day) (Year)</p> <p>Gender Male <input type="checkbox"/> <input type="checkbox"/> Female</p>	<p>ETHNIC GROUP</p> <p><input type="checkbox"/> White (non-Hispanic)</p> <p><input type="checkbox"/> Black (non-Hispanic)</p> <p><input type="checkbox"/> Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)</p> <p><input type="checkbox"/> Asian (including Pacific Islander)</p> <p><input type="checkbox"/> American Indian (including Alaskan native)</p>
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WORK HISTORY (include volunteer experience) Use additional sheets if necessary. As you describe your work history experiences, make sure you highlight your competencies which demonstrate your qualifications for the position for which you are applying.

Current or Last Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	May We Contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time Years/Months				
Part Time Years/Months				
If part time, number of hours worked per week:				

Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time Years/Months				
Part Time Years/Months				
If part time, number of hours worked per week:				

Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time Years/Months				
Part Time Years/Months				
If part time, number of hours worked per week:				

I hereby give Ready 4 Change permission to contact any employers listed on the previous page before any employment offer.

Signature of Applicant

Date

Certification

I hereby certify that to the best of my knowledge, the information that I have given in this application is accurate and complete. I understand that incorrect or misleading information may result in termination of this application and discharge from the Ready 4 Change Inc. employment, if employed.

I have given Ready 4 Change Inc. permission to verify all information I have provided about my education, past employment and activities. I authorize schools, past and current employers (that I approved in the employment section) to release any relevant information.

If employed by Ready 4 Change Inc I will sign a Disclosure Agreement, in which I agree to protect Ready 4 Change Inc. the entire right, title and interest in certain ideas, inventions and other proprietary/confidential property developed and/or with Ready 4 Change Inc, time, money, materials and personnel while in Ready 4 Change Inc employment. (I understand that I may obtain now or at any time before my employment based upon request a blank copy of this agreement.) I agree to submit proof of eligibility to work in the U.S.

In consideration for employment, I agree that at any time my employment and compensation can be terminated, with or without cause, by Ready 4 Change Inc or myself with or without notice.

Signature of Applicant

Date

INSTRUCTIONS TO APPLICANTS

To be considered for employment, you must answer all questions and complete all sections of this application form.

When completing this application, please make sure you

- Complete the section for equal opportunity information.
- Apply for one vacancy per application.
- Give complete information on your education and work history ("see resume" is not acceptable).
- List separately each job held and your duties for each position when you worked for one employer and held more than one position.
- As you describe your work history, make sure you highlight your competencies (knowledge, skills, abilities and work behaviors) which demonstrate your qualifications for the position for which you are applying.
- Check for accuracy, sign and date your application.

Thank you for your interest in Ready 4 Change Inc. Ready 4 Change Inc wants to find the best qualified people available to serve its citizens. Although everyone who applies cannot be hired, your application will be given every consideration.