

# Application for Employment

## The Urban League of the Upstate, Inc.

15 Regency Hill Drive, Greenville, SC 29607

Phone: (864) 244-3862, Fax (864) 244-6134

www.urbanleagueoftheupstate.org.

### **An Equal Opportunity Employer / Affirmative Action Employer**

#### Human Resource Department

The Urban League of the Upstate, Inc. is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, disability, veteran status, or age. We assure you, the applicant, that your opportunity for employment depends solely on your qualifications.

Applicants applying for positions with the Urban League of the Upstate are required to meet the minimum qualifications or an equivalent combination of training and experience in reference to the position for which they apply, before an application may be given consideration.

USE BLACK INK ONLY – PLEASE PRINT

#### NAME

(Last)  
(Social Security #)

(First)

(MI)

#### ADDRESS

(Street)  
(Zip)

(City)

(State)

TELEPHONE NO. (Home)

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Indicate the position for which you are applying: (Ex. Family Service Coordinator, Receptionist, Administrative Assistant)

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When could you begin work? \_\_\_\_\_

Please list equipment you can operate:

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**EDUCATIONAL DATA:**

Select the highest level of education completed:

- HS Diploma / Equivalent
- Associate's Degree
- Bachelor's Degree

- Master's Degree
- PHD

<b>School</b>	Print name, number and street, city, state	No of years	Degree,
Major, or	And zip code for each school listing	completed	type of course

High School

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College

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Graduate School

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Trade, Business,

Or Corres.

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Other

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Please list any job related certification or licenses (including CDL) you currently hold:

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Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No  
If yes, complete the following:

Date of Charge	Where Convicted	Nature
<hr/>		
<hr/>		
Disposition		
<hr/>		
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**TYPE OF WORK DESIRED**

Do you wish to work:  Full-time  Part-time  Temporarily? If Part-time, specify hours or days;

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What is your minimum weekly salary requirement? \_\_\_\_\_

Do you have any commitments or any reason that might affect your employment with us?

**SKILLS**

Typing speed: \_\_\_\_\_ words per minute

Do you possess a valid driver's license?  Yes  No Class: \_\_\_\_\_

Other:

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**MILITARY EXPERIENCE**

Have you ever served in the U. S. Armed Forces?  Yes  No If yes, which branch?

\_\_\_\_\_

Dates of duty (month/year) From: \_\_\_\_\_ To: \_\_\_\_\_ Rank at Separation:

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Briefly describe your duties:

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**GENERAL INFORMATION**

Are you legally authorized to work in the United States?  Yes  No

Are you at least 18 years of age?  Yes  No

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodations?  Yes  No If yes, explain

**3 REFERENCES (NOT EMPLOYERS OR RELATIVES)**

(Last) (First) (MI) (Phone number)

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**EMPLOYMENT HISTORY**

List previous employers beginning with the most recent.

**Employer** Supervisor's Name

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Address Your Job Title

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Telephone number Dates of Employment From:  
To:

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Salary Reason for Leaving

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Duties:

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May we contact this employer?  Yes

No

**Employer**

Supervisor's Name

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Address

Your Job Title

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Telephone number  
To:

Dates of Employment

From:

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Salary

Reason for Leaving

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Duties:

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May we contact this employer?  Yes

No

**Employer**

Supervisor's Name

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Address

Your Job Title

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Telephone number  
To:

Dates of Employment

From:

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Salary

Reason for Leaving

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Duties:

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May we contact this employer?  Yes

No

IMPORTANT

Please read carefully and initial each paragraph before signing.

By my signature and initials placed below, I certify that the information provided on this employment application (and accompanying resume, if any) is true and complete. I understand that any false information or significant omissions may disqualify me from further employment consideration and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify the Urban League if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

\_\_\_\_\_ Initials

I authorize the investigation of all statements in this application (and accompanying resume, if any). I also authorize the Urban League to contact my present and past employers, as well as my listed references (unless otherwise noted in this application form). I understand that the Urban League may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics, and mode of living. I understand the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request to the Urban league, within a reasonable time, for disclosure of the name and address of the consumer reporting agency so the that I may obtain a complete disclosures of the nature and scope of the investigation.

\_\_\_\_\_ Initials

I authorize any person, school, current employer (except as previously noted), past employers, and organizations named in this application form (and accompanying resume, if any) to provide the Urban League with relevant information and opinion that may be useful to the Urban League in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ Initials

If hired, I give permission for a complete physical examination, and I consent to the release to the Urban league of any and all medical information, as may be necessary by the Urban league in judging my capability to do the work for which I am applying.

\_\_\_\_\_ Initials

I understand that if hired and if my employment is terminated by the Urban League for dishonesty, breach of trust, or any criminal act, the authorities my be notified, and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment, engage in sales, investments, or other activities that create a conflict of interest with my position(s) with the Urban League.

\_\_\_\_\_ Initials

I understand that this application does not, by itself, create a contract of employment. I understand that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date

of payment of wages or salary, BE TERMINATED AT ANY TIME and I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

\_\_\_\_\_Initials

IF YOU ARE HIRED, A MEDICAL EXAMINATION WILL BE REQUIRED BEFORE YOU START WORK. IF THE EXAMINATION DISCLOSES MEDICAL CONDITIONS THAT PREVENT YOU FROM SUCCESSFULLY PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB, THE URBAN LEAGUE WILL ATTEMPT TO MAKE ACCOMMODATIONS TO ALLOW YOU TO WORK. IF REASONABLE ACCOMMODATIONS CANNOT BE FOUND, OR THEY CAUSE AN UNDUE HARDSHIP ON THE ORGANIZATION, THE TENTATIVE OFFER OF EMPLOYMENT WILL BE WITHDRAWN.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Application for Employment The Urban League of the Upstate, Inc.

### APPLICANT CONSENT AND RELEASE AGREEMENT FOR BACKGROUND CHECK AND SUBSTANCE SCREENING

In order to be eligible for employment with the Urban League of the Upstate, Inc., I understand that I am required to pass the background check as a condition of employment. I further understand that any refusal by me to withhold consent to the background check, to execute this RELEASE, or to otherwise agree to and adhere to the terms of this CONSENT AND RELEASE or the Urban League's policy, will result in the Urban League's refusal to further process my application for employment and will result in the withdrawal of any conditional offers of employment.

In addition, I understand that prior to being offered a position of employment, the Urban League may investigate my background by contacting previous employers, law enforcement agencies, schools, and others who may have knowledge about my conduct and qualifications for employment.

By signing this form, I acknowledge my consent to submit to the requested background check and to the release of the results of this investigation to representatives of the Urban League.

In order to be eligible for employment with the Urban League of the Upstate, Inc., I understand that I am required to submit appropriate urine specimens for drug and alcohol screening and pass this screening (indicating an absence of any proscribed substance) as a

condition of employment. I further understand that any refusal by me to withhold consent to drug and alcohol testing, to execute this RELEASE, or to otherwise agree to and adhere to the terms of this CONSENT AND RELEASE or the organization's policy, will result in the organization's refusal to further process my application for employment and will result in the withdrawal of any conditional offers of employment.

I agree to hold harmless and not to sue or file any claim or action against the Urban League or any person mentioned above, any and all of their agents or employees, for any and all claims or causes of action arising from the background investigation and from the release of information regarding the background results.

NAME OF APPLICANT:

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SIGNATURE OF

APPLICANT: \_\_\_\_\_

SOCIAL SECURITY NUMBER:

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DATE/TIME:

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Return completed and signed application to:  
The Urban League of the Upstate, Inc.  
15 Regency Hill Drive, Greenville, SC 29607  
Attn: Human Resource Department