



GREAT NORTHERN
- services -

310 Boles Street
Weed, CA 96094
(530) 938-4115
Fax (530) 938-1040
www.gnservices.org

Application for Employment
An Equal Opportunity Employer

Please Print

Date: _____

Last Name	First Name	Middle
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Present Address

Street Address

City State Zip

Permanent Address (if different from present address)

Street Address

City State Zip

Home Phone

Business Phone

Weaving a stronger community, together...

Access to Capital • Portfolio Management • Economic Development • Energy Assistance • Home Weatherization
Community Food Projects • Community Services • HIV/AIDS Case Management • Community Development

CA Lic. # 629328

Employment Information

Position desired _____

Are you interested in: Full-time work Part-time work Temporary work ?

If applying for temporary work, during what time will you be available?

From: _____ To: _____
Date Date

What days and hours are you available for work? _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____

Desired Salary: _____

Personal Information

Have you ever applied to or worked for this organization before? Yes No

If yes, when? _____

Do you have any friends or relatives working for this organization? Yes No

If yes, state name(s) and relationship:

Name	Relationship
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Why are you applying for this position?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? Yes No

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you provide proof of your legal right to work in the U.S.? Yes No

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Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility tests.)

Have you ever been convicted of a criminal offense—felony or misdemeanor? Yes No
(Convictions for misdemeanor marijuana-related offenses that are more than two years old need not be listed.)

If yes, state the nature of the crime(s) including when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. However, the nature and date of the offense, the circumstances and the relevance of the offense to the position applied for may be considered.)

Are you currently employed? Yes No

If so, may we contact your current employer? Yes No

Education, Training, and Experience

High School

Name of School

Address

City State Zip

Years Completed? ____ Did you graduate? Yes No Degree or Diploma? Yes No

College/University

Name of School

Address

Great Northern Services

City State Zip

Years Completed? ____ Did you graduate? Yes No Degree or Diploma? Yes No

Vocational/Business

Name of School

Address

City State Zip

Years Completed? ____ Did you graduate? Yes No Degree or Diploma? Yes No

Many of our clients do not speak English. Do you speak, write or understand any languages other than English? Yes No

If yes, which language(s)? _____

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for this position? Yes No

If yes, please list:

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. Attach a separate sheet, if necessary.

(1) Name of Employer

Address

Type of Business

Phone

Name of Supervisor

Position

Duties

Dates of Employment _____ to _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

(2) Name of Employer

Address

Type of Business

Phone

Name of Supervisor

Position

Duties

Dates of Employment _____ to _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

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Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize **Great Northern Services** to thoroughly investigate my work record, education, and other matters related to my suitability for employment and further authorize the references I have listed to disclose to the organization any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the organization, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and **Great Northern Services**. In addition, I understand and agree that if I am employed my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or **Great Northern Services**, and that no promises or representations contrary to the foregoing are binding on the organization unless made in writing and signed by me and **Great Northern Services** designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by **Great Northern Services**, I am entitled to copies of any such public records obtained by **Great Northern Services** unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

_____ I waive receipt of a copy of any public record described in the paragraph above.

Date

Applicant's Signature

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