



# Application for Employment

## INSTRUCTIONS:

Answer each question fully and accurately. If filling out by hand, please use ink and print.

## I. GENERAL INFORMATION:

Position(s) applying for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Job Location or name of program: \_\_\_\_\_

Area of Service:     Adult Services     Family Services     Community & Employment Services     Training     Administration

1. Have you ever applied with SA, Inc. before?     Yes     No    If yes, when/where: \_\_\_\_\_

2. Have you ever worked for SA, Inc. before?     Yes     No    If yes, when/where: \_\_\_\_\_

3. How did you learn about the job opportunity and/or SA, Inc. ?

## II. APPLICANT INFORMATION:

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (    )    -    Message Phone (    )    -    E-mail \_\_\_\_\_

4. Are you at least 18 years of age at the time you are applying for employment with SA, Inc.?     Yes     No

5. Are you authorized to work in the U.S., and have the necessary documents to do so?     Yes     No

6. What type of employment are you seeking?     Full-time     Part-time

7. What type of work schedule are you seeking?     Daytime     Swing     Overnight

8. When are you available for employment? *(Please list a date)*

9. What days of the week are you available?

Sunday     Monday     Tuesday     Wednesday     Thursday     Friday     Saturday

10. Can you drive and travel if the job requires it?     Yes     No

11. Do you have a valid WA State driver's license?     Yes     No    If no, in what state are you a licensed driver?

12. Have you had any driving violations within the last three years?     Yes     No

If yes, please explain:

13. Have you been convicted of a crime or have any pending criminal charges?     Yes     No

If yes, please explain:

*(Include all misdemeanors, felonies, DUI's, etc. Conviction will not necessarily disqualify an applicant from employment).*

### III. EDUCATION:

	Name and Location of School	Course of Study	Years Completed	Diploma or Degree
High School / GED				
Undergraduate College				
Graduate Professional				

### IV. ADDITIONAL QUALIFICATIONS/CERTIFICATIONS:

State any additional information you feel may be helpful to us in considering your application, including job related skills/qualifications.

### V. EMPLOYMENT EXPERIENCE:

**INCLUDE A COMPLETE EMPLOYMENT HISTORY FOR THE PAST 5 YEARS INCLUDE GAPS IN EMPLOYMENT AS NECESSARY.** Please start with present / most recent job. Attach additional page(s) if necessary.

<b>Employer:</b>		
<b>Start Date:</b>	<b>End Date:</b>	<b>Description of Job Duties/Work Performed:</b>
<b>Address:</b>		
<b>Telephone Number:</b>		
<b>Job Title:</b>		
<b>Supervisor:</b>		
<b>Reason for Leaving:</b>		

<b>Employer:</b>		
<b>Start Date:</b>	<b>End Date:</b>	<b>Description of Job Duties/Work Performed:</b>
<b>Address:</b>		
<b>Telephone Number:</b>		
<b>Job Title:</b>		
<b>Supervisor:</b>		
<b>Reason for Leaving:</b>		

<b>Employer:</b>		
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<b>Job Title:</b>		
<b>Supervisor:</b>		
<b>Reason for Leaving:</b>		

<b>Employer:</b>		
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<b>Telephone Number:</b>		
<b>Job Title:</b>		
<b>Supervisor:</b>		
<b>Reason for Leaving:</b>		

<b>Employer:</b>		
<b>Start Date:</b>	<b>End Date:</b>	<b>Description of Job Duties/Work Performed:</b>
<b>Address:</b>		
<b>Telephone Number:</b>		
<b>Job Title:</b>		
<b>Supervisor:</b>		
<b>Reason for Leaving:</b>		

**PLEASE READ CAREFULLY AND INITIAL:**

I certify the information I have provided on this application is true and correct to the best of my knowledge, and I agree to have this information verified by SA, Inc. I understand that all offers of employment are conditioned on satisfactory proof of identity, that I am of legal age and that I have legal authorization to work in the United States, as well as the company's receipt of satisfactory responses to reference requests and background clearance.