Total Concept

A Housing & Community Development Corporation

Application for Employment

Total Concept considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap, or disability. In addition, Total Concept complies with applicable state and local laws prohibiting discrimination in employment. Total Concept also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. Any applicant requiring reasonable accommodation to the application and/or interview process should notify a representative of Total Concept.

Instructions: Please answer each question fully and accurately. You may attach your resume: However, no action can be taken unless you have completed this Application for Employment, answering *all* questions. Please PRINT your answers using an ink pen. Application must be signed.

Position(s) applied for or Type of Work Desired: _____ Date of Application: _____

Type of Employment Desired: ☐ Full-Time ☐ Part-Time ☐ Temporary Date Available: _____

Name of Applicant: _____ SS#: _____
Last First Middle

Address: _____
Street PO Box City State Zip Code

Telephone: _____ Mobile/Other Phone: _____

Have you ever been employed here before? ☐ Yes ☐ No

Immigration Statement

Federal laws require that employers only hire individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, Total Concept will verify the status of every individual offered employment with the company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

If you are under the age of 18 years, can you furnish a work permit if it is required? ☐ Yes ☐ No

Can you submit proof of your legal employment authorization and identity? ☐ Yes ☐ No

GENERAL INFORMATION

Have you, in the last 7 years, been convicted of a crime? ☐ Yes ☐ No

If yes, please explain: _____

(*A conviction will not automatically be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.) A criminal background search will be performed, and employment is subjected to clearance.

Do you have a valid driver's license: # _____ State: _____

Are you able to meet the attendance requirements for the position applied for? (Possible evenings, weekends, and overtime)

☐ Yes ☐ No

Are you willing to work overtime as requested? ☐ Yes ☐ No ☐ Not Applicable

Is there anything that would prevent you from performing the essential job functions, for the position you have applied, in a reasonable and safe manner? ☐ Yes ☐ No

If yes, please explain: _____

NeighborWorks® CHARTERED MEMBER

34385 State Hwy 167 ♦ PO Box 87 ♦ Fowler CO 81039
(719) 263-5168 ♦ Fax (719) 263-5460

EQUAL HOUSING OPPORTUNITY

EDUCATION

NAME AND LOCATION	YEARS COMPLETED	DIPLOMA/DEGREE	COURSES OF STUDY
HIGH SCHOOL			
COLLEGE			
OTHER			

EMPLOYMENT HISTORY

Please list, in order, your last 3 employers, starting with your current or most recent employer, including volunteer activities.
(**COMPLETE EVEN IF YOU HAVE ATTACHED YOUR RESUME)**

If you have worked at any job under a different name, please list name:_____

FROM:___ ___ _____ TO: ____ ____ _____ EMPLOYER:_____ PHONE:_____

JOB TITLE:_____ ADDRESS:_____

SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES:_____

IMMEDIATE SUPERVISOR AND TITLE:_____ HRLY RATE/SALARY: START $: PER FINISH $: PER

REASON FOR LEAVING:_____

MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No

FROM:___ ___ _____ TO: ____ ____ _____ EMPLOYER:_____ PHONE:_____

JOB TITLE:_____ ADDRESS:_____

SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES:_____

IMMEDIATE SUPERVISOR AND TITLE:_____ HRLY RATE/SALARY: START $: PER FINISH $: PER

REASON FOR LEAVING:_____

MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No

FROM:___ ___ _____ TO: ____ ____ _____ EMPLOYER:_____ PHONE:_____

JOB TITLE:_____ ADDRESS:_____

SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES:_____

IMMEDIATE SUPERVISOR AND TITLE:_____ HRLY RATE/SALARY: START $: PER FINISH $: PER

REASON FOR LEAVING:_____

MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No

REFERENCES

OTHER THAN PAST EMPLOYERS

NAME	PHONE	YEARS KNOWN

SKILLS AND QUALIFICATIONS

Summarize any training, skills, trade, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

PRE-EMPLOYMENT STATEMENT**Read carefully and sign below**

I understand and agree that:

1) This application is intended for use in evaluating my qualifications for employment. This application will be considered current for 60 days. To be considered for future positions, a new application must be filled out to maintain status.

2) I have read and understand all questions and applicant notes in this for and confirm that all answers given, statements made, and information provided are true and complete to the best of my knowledge and belief. Any false statement, misinterpretation, or omission of any relevant fact in my application, resume, or any other materials, or during any interviews, will be justification for terminating the application prosses, refusal of employment, or if employed, immediate termination from Total Concept employ, whenever it may be discovered.

3) Any offer of employment I may receive from Total Concept is contingent upon my successful completion of the pre-employment screening process, including Total Concept receiving references that it considers satisfactory.

4) If I am employed, I understand that I will be required to provide satisfactory proof of identity and legal work authorization within 3 days. I recognize that my failure to submit such proof within the required time will result in immediate termination of my employment

5) I authorize and request all persons, schools, companies, agencies, and law enforcement authorities , including without limitations my present and former employers and those individuals I have listed as personal references, furnish information about my background, employment records, including a statement for the reason of termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment, and I hear by release them from any and all liability for any damage whatsoever arising from furnishing the requested information

6) In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of Total Concept. I understand and agree that all employment with Total Concept is always at-will. In other words, if I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as it may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____

Full Name (Please Print): _____ **Date:** _____ _____ _____

Please save and submit to totalconceptinfo@totalconcept.net or shannon@totalconcept.net