

APPLICATION FOR EMPLOYMENT

GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.
10 CAMPBELL STREET
PO BOX 433
LEBANON, NH 03766

AN EQUAL OPPORTUNITY EMPLOYER

GCSCC AFFIRMS THE RIGHT OF EVERY PERSON TO PARTICIPATE IN EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, HANDICAPPED CONDITION, MARITAL STATUS OR STATUS AS A DISABLED OR VIETNAM ERA VETERAN

PERSONAL DATA				
NAME	Last	First	Middle	Email Address
Address	Street		(Apt)	Telephone Number ()
City	State		Zip	Message Phone ()
Position Applying For				Salary Desired
Location:				Are you 18 years of age or older?
List any other names by which you are known				
ADDITIONAL INFORMATION				
Have you ever worked for GCSCC before?		Yes []	No []	If yes, indicate where and when
Have you ever applied for a position at GCSCC before?		Yes []	No []	If yes, indicate where and when
List GCSCC employees you know (including relatives):				
How were you referred to GCSCC? (Newspaper Ad, Agency, etc.)				
Do you have any impairments, physical, mental or medical, which would interfere with or limit your ability to perform in a reasonable manner the job for which you have applied? Yes [] No [] If yes, please explain:				
Are you lawfully entitled to work in the U.S.? Yes [] No [] If no, please explain:				

EDUCATION

	NAME AND ADDRESS OF SCHOOL	LAST GRADE COMPLETED (CIRCLE ONE)	DID YOU GRADUATE? (CIRCLE ONE)	AREAS OF SPECIALIZATION COURSE OF STUDY/ CONCENTRATION (GIVE DETAILS)
High School		9 10 11 12	Yes / No	
College		1 2 3 4	Yes / No	
Graduate and/or Special Schools, Trade Schools, Vocational		1 2 3 4	Yes / No	

If not a high school graduate, have you received a G.E.D.? Yes [] No [] Date of G.E.D. _____

Future Plans for continuing education, (if any) please explain: _____

U.S. MILITARY STATUS & EXPERIENCE

Have you ever served in the U.S. Military? Yes [] No [] Reserve Status:	Branch of Service
Describe your duties.	Date Entered
What type of education or training did you receive in the Military?	Date of Discharge

OTHER TRAINING OR SKILLS

(Special courses, computers, typing special licenses/permits, language skills, machines operated (ie: kitchen, mechanical or office equipment.)

REFERENCES (Excluding Relatives)

Name	Company/ Occupation	Address	Telephone
			Work () Home ()
			Work () Home ()
			Work () Home ()

EMPLOYMENT HISTORY - Start with most recent position. Include all prior employment using additional sheet, if necessary. Account for all gaps in employment.

From (Mo/Yr)	To (Mo/Yr)	Starting Position Title	Current or Last Position Title
Name of Company		Street Address, City, State, Zip Code	
Supervisor's Name and Title - Phone Number			
Salary		Reason For Seeking Change	
Description of Duties			
From (Mo/Yr)	To (Mo/Yr)	Starting Position Title	Last Position Title
Name of Company		Street Address, City, State, Zip Code	
Supervisor's Name and Title - Phone Number			
Salary		Reason For Seeking Change	
Description of Duties			
From (Mo/Yr)	To (Mo/Yr)	Starting Position Title	Last Position Title
Name of Company		Street Address, City, State, Zip Code	
Supervisor's Name and Title - Phone Number			
Salary		Reason For Seeking Change	
Description of Duties			
From (Mo/Yr)	To (Mo/Yr)	Starting Position Title	Last Position Title
Name of Company		Street Address, City, State, Zip Code	
Supervisor's Name and Title - Phone Number			
Salary		Reason For Seeking Change	
Description of Duties			

APPLICATION STATEMENT

ACCURACY OF INFORMATION

I certify that the information contained in this application is correct to the best of my knowledge and understand that any falsification or misrepresentation of this information is grounds for my dismissal, regardless of when such misrepresentation or omission is discovered.

EQUAL EMPLOYMENT OPPORTUNITY

The policy of **GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC. (GCSCC)** is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, age, national origin, handicapped condition, marital status or status as a disabled or Vietnam Era Veteran and to affirmatively seek to advance the principles of equal opportunity employment. This obligation includes hiring, placement, training, compensation, benefits, upgrading, transfer or demotion, discipline, termination as well as recruitment, advertising and solicitation for employment. GCSCC maintains a written Affirmative Action Compliance Program in compliance with Executive Orders 11246 and 11375, the Vocational Rehabilitation Act of 1973 and the Vietnam Veterans Readjustment Act of 1974.

EMPLOYMENT AT WILL

I understand and agree that, if hired, my employment with GCSCC will be terminable at will; that is, either I or the Company may terminate the employment relationship at any time for any reason. I also understand and agree that no manager, supervisor or other GCSCC representative has the authority to make any oral or written promises, representations or agreements which alter this employment at will relationship, and that I cannot and will not rely on any such promises, representations or agreements regarding my continued employment.

SUBSTANCE ABUSE (Drug & Alcohol) POLICY

Our intent and obligation is to provide a drug and alcohol-free, healthful, safe and secure work environment. The unlawful manufacture, distribution, dispensation, possession, use or being under the influence of drugs or alcohol is prohibited in the workplace. Disciplinary action, up to and including discharge will be taken against any employee for violation of the prohibition.

If employed, the employee must report to the GCSCC Administration Office any conviction under a criminal drug statute for violations occurring on or off company premises while conducting company business. A report must be made within five (5) days after the conviction. (The requirement is mandated by the Drug-free Workplace Act of 1988.)

STATEMENT OF CONFIDENTIALITY

The performance of one's duties as an employee of GCSCC necessitates familiarity with and access to personal information regarding program participants. All employees of GCSCC are obligated to sign and abide by the terms and conditions of a confidentiality agreement as a condition of employment.

AUTHORIZATION FOR RELEASE OF INFORMATION

To assist GCSCC in the evaluation of my employment application, I authorize GCSCC and any independent agency acting on GCSCC's behalf, to request and receive information relating to my job history, education, military service and criminal background. In connection with this application, I authorize my former employers and schools, law enforcement agencies, and branches of military to release information they may have about me. I release parties supplying such information and GCSCC and its affiliates, employees and agents from any and all liability and responsibility arising out of the release of such information to GCSCC, Inc. or any agency or person on GCSCC's behalf in connection with my application.

If employed, I understand that I must conform to all rules and regulations of GCSCC which then exist or may exist in the future.

Signature of Applicant

Date