

## Application for Employment



Kentucky Educational Development Corporation (KEDC) is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

|  |   |   |              |
|--|---|---|--------------|
| Date:  | Position(s) Applying For:   |   |              |
| How did you learn about this employment opportunity at KEDC? Check all that apply:   |   |   |              |
| <input type="checkbox"/> Advertisement <input type="checkbox"/> Walk-in <input type="checkbox"/> Website <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Employee <input type="checkbox"/> Other:   |   |   |              |
| Name (Last, First, Middle):  |   |   |              |
| Street Address:  |   | City, State & Zip:  |              |
| Social Security Number:  | Home Phone:   | Work Phone:   | Other Phone: |
| Are you a U.S. Citizen or Permanent Resident?  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |              |
| Are you currently employed at KEDC?  | <input type="checkbox"/> Yes <input type="checkbox"/> No  | If YES, what is your current job title & department?  |              |
| Have you ever been employed by KEDC?   | <input type="checkbox"/> Yes <input type="checkbox"/> No  | If YES, dates of employment & reason for leaving:   |              |
| Are you currently employed?  | <input type="checkbox"/> Yes <input type="checkbox"/> No  | If YES, may we contact your present employer?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |              |
| Are you available to work  |   |   |              |
| <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary   |   |   |              |
| On what date would you be available for work?  | Are you on lay-off and subject to recall?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Can you travel if the job requires it?<br><input type="checkbox"/> Yes <input type="checkbox"/> No        |              |
| Veteran of the U.S. Military Service:<br><input type="checkbox"/> Yes <input type="checkbox"/> No  | If Yes, what Branch?  |   |              |
| Have you been convicted of any MISDEMEANOR, FELONY OR VIOLATIONS, INCLUDING DRIVING UNDER THE INFLUENCE (DUI), LEAVING THE SCENE OF AN ACCIDENT OR NOT REPORTING AN ACCIDENT as an adult eighteen (18) years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |   |              |
| A conviction includes any fines paid, jail sentences or probation served. Conviction of a crime is not an automatic rejection. The specific situation will be reviewed. Failure to disclose or falsification of any conviction(s) including those which have been merged shall result in automatic rejection of the application. |   |   |              |
| Offense  | Date  | County/State  | Disposition  |
|  |   |   |              |
|  |   |   |              |

**WORK EXPERIENCE**-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume." **PLEASE NOTE:** KEDC reserves the right to contact all current and former employers for reference information.

|  |   |                     |  |
|--|---|---------------------|--|
| <b>Employer 1</b>  | Organization Name and Address:  |                     |  |
| Dates Employed (most recent position)<br>From:            To | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time | Title:              |  |
|  | If part-time, # hrs./wk:  |                     |  |
| Starting Rate/ Salary:                                       |   | Final Rate/Salary:  |  |
| Supervisor's Name, Title and Phone #:                        |   |                     |  |
| Primary duties:  |   | Reason for Leaving: |  |

|  |   |                     |  |
|--|---|---------------------|--|
| <b>Employer 2</b>  | Organization Name and Address:  |                     |  |
| Dates Employed (most recent position)<br>From:            To | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time | Title:              |  |
|  | If part-time, # hrs./wk:  |                     |  |
| Starting Rate/ Salary:                                       |   | Final Rate/Salary:  |  |
| Supervisor's Name, Title and Phone #:                        |   |                     |  |
| Primary duties:  |   | Reason for Leaving: |  |

|  |   |                     |  |
|--|---|---------------------|--|
| <b>Employer 3</b>  | Organization Name and Address:  |                     |  |
| Dates Employed (most recent position)<br>From:            To | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time | Title:              |  |
|  | If part-time, # hrs./wk:  |                     |  |
| Starting Rate/ Salary:                                       |   | Final Rate/Salary:  |  |
| Supervisor's Name, Title and Phone #:                        |   |                     |  |
| Primary duties:  |   | Reason for Leaving: |  |

|  |   |                     |
|--|---|---------------------|
| <b>Employer 4</b>  | Organization Name and Address:  |                     |
| Dates Employed (most recent position)<br>From:            To | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time<br>If part-time, # hrs./wk: | Title:              |
| Starting Rate/ Salary:                                       | Final Rate/Salary:  |                     |
| Supervisor's Name, Title and Phone #:                        |   |                     |
| Primary duties:  |   | Reason for Leaving: |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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**ACTIVITIES:** List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other **protected status**):

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**REFERENCES:** Give name, address and telephones number of three references who are not related to you and are not previous employers:

| Name | Address | Telephone |
|------|---------|-----------|
|      |         |           |
|      |         |           |
|      |         |           |

**EDUCATION**

| Name of School   | City/State | Did you graduate?  | If No, # of years left to graduate | If Yes, date of Graduation | Degree received | Major |
|--|------------|--|------------------------------------|----------------------------|-----------------|-------|
| High School:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| GED:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| Other School:  |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| College:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| College:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| College:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| Describe specialized Training, Apprenticeship, Skills and Extra-Curricular Activities:                           |            |  |                                    |                            |                 |       |
| Honors Received: State any additional information you feel may be helpful to us in considering your application: |            |  |                                    |                            |                 |       |

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Personnel Depart Use Only**

|  |  |                     |             |
|--|--|---------------------|-------------|
| Arrange Interview <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                     |             |
| Employed <input type="checkbox"/> Yes <input type="checkbox"/> No          |  | Date of Employment: |             |
| Job Title:   |  | Hourly Rate/Salary: | Department: |
| Name and title of hiring person:   |  |                     | Date:       |

Thank you for your interest in KEDC. Visit us on the web at [www.kedc.org](http://www.kedc.org)