



Employment Application

Please answer all questions completely. You may exclude answers which would indicate race, religion, color, age, sex, national origin or physical handicaps.

Date: _____ Position Desired: _____ Salary Expected: _____

Name: _____ Home #: (_____) _____
Last First Middle

List Other Names Previously Used: _____ Cell #: (_____) _____

Address: _____
Street City State Zip

Are you 18 years of age or older: Y N

Please indicate the hours you are available to work each day:

	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
From							
To							

If you are hired, can you present evidence of your U.S. Citizenship or proof of your legal right to live and work in this country?

(Proof of citizenship or immigration status may be required upon employment.)

Y N

Please indicate how you came to apply for a position with ISA: _____

Are you able to perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?

Y N

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 worked for ISA in the past? Y N If yes, when? _____ At which office? _____

Have you ever applied at ISA in the past? Y N If yes, when? _____ At which office? _____

Is any member of your immediate family employed by ISA : Y N

Name: _____ Relationship _____

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

Write a short paragraph in English (min. of 3 sentences) describing if you were to be hired what would make you the ideal ISA employee.

Many of our respondents do not speak English. Do you read, write and speak any language(s) other than English?

If yes, which language(s)? _____

Please write a paragraph in the language(s) you listed. The paragraph should be min. of 3 sentences and describing what would make you the ideal ISA employee.

(If more space is needed, please use the back of this page to write a paragraph in those additional other languages)

Language Name: _____

Language Name: _____

LIST COMPUTER AND OTHER SKILLS: _____

EDUCATION:

School Most Recently Attended:

Name: _____ Location: _____

Major: _____ Last Grade Completed: _____ GPA: _____

Did you graduate? Y Y N Are you now enrolled? Y N

List your **Employment History for the past five years.** (You must complete this section even if you attach a resume.)

Name of Employer: _____ Location: _____

Phone (____) _____ Dates Worked: From ____ / ____ To ____ / ____

Position: _____

Description of Duties: _____

Supervisor's Name: _____

Reason(s) for leaving: _____

May we contact this employer for a reference? Y N

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Name of Employer: _____ Location: _____
Phone (____) _____ Dates Worked: From ____ / ____ To ____ / ____
Position: _____
Description of job duties: _____
Supervisor's Name: _____
Reason(s) for leaving: _____
May we contact this employer for a reference? Y N

Name of Employer: _____ Location: _____
Phone (____) _____ Dates Worked: From ____ / ____ To ____ / ____
Position: _____
Description of job duties: _____
Supervisor's Name: _____
Reason(s) for leaving: _____
May we contact this employer for a reference? Y N

(Note: If additional space is needed for employment history, please complete that information on the back of this page.)

References:

Name: _____	Circle One: Business Personal
Address: _____	Phone: (____) _____
Name: _____	Circle One: Business Personal
Address: _____	Phone: (____) _____
Name: _____	Circle One: Business Personal
Address: _____	Phone: (____) _____

It is the policy of ISA to recruit, hire, and promote for all positions on the basis of merit, qualification and competence.

No aspect of employment will be influenced by race, color, national origin, religion, ancestry, citizenship, marital status, medical condition, sex, sexual orientation, pregnancy, age, physical/mental disability or any other characteristic protected by applicable state or federal civil rights laws. All employment decisions will be made solely upon the basis of the individual's qualifications as related to the requirements of the position being filled.

ISA maintains a drug-free workplace. In order to maintain a safe work environment free of illegal drugs or alcohol, ISA will take corrective action up to and including testing, where necessary. ISA reserves the right to test any employee for illegal substances where there is reason to believe that the employee may be using drugs or is under the influence of alcohol.

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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 the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company 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 company, 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.

_____ ISA is an "at-will employer". This means that employees are free to leave ISA's employ at anytime they wish, with or without notice, for any reason they deem appropriate. ISA may also terminate employment, with or without cause, for any reason at any time, with or without notice. 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 the company and me. 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 the company, and that no promises or representations contrary to the foregoing are binding on the company.

If I should become employed, I agree to conform to the rules and standards of ISA.

Signature: _____ Date: _____
