

Middle Georgia



Connecting Talent with Opportunity  
A proud partner of the American Job Center network

Middle Georgia Consortium, Inc.  
124 Osigian Blvd., Suite A  
P. O. Box 8539  
Warner Robins, GA 31095-8539  
478-953-4771

# APPLICATION FOR EMPLOYMENT

We are An Equal Opportunity Employer/Program with  
Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities

PLEASE PRINT

Position Applied For:

Date:

First Name:

MI:

Last Name:

Address:

City, State, ZIP:

Telephone Number(s):

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employees are treated during employment without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose of this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all data records are kept in a confidential file and are not part of your application for employment or personnel file. **YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

## VOLUNTARY SURVEY

Government agencies at times require periodic reports on the sex, ethnicity, disability, veteran and other protected status of employees. The data is for statistical analysis with respect to the success of the affirmation action program. **SUBMISSION OF THE INFORMATION IS VOLUNTARY**

Check one:	Male	Female			
Age:	Under 18,	18-21,	22-44,	45-54,	55 & older
Check one of the following:	White,	Black,	Hispanic,	Other,	
	American Indian/Alaskan Native,			Asian/Pacific Islander	
Check if any of the following are applicable:					
	Vietnam Era Veteran,	Disabled Veteran,	Disabled Individual		

# NEPOTISM

Please read the following and answer the question which appears below:

No employee of the Consortium may have a member of his immediate family also employed in any capacity by the Consortium, employed in any capacity by a service provider of the Consortium or receiving benefits or training of any kind from any administrative entity or service provider under the Workforce Innovation and Opportunity Act.

“Immediate Family” means husband, wife, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, step-parent, step-child, grandparent and grandchild.

Is a member of your “Immediate Family”, as defined above, employed with the Consortium, service provider of the Consortium or receiving benefits or training as described above?

Yes

No

## APPLICANT CERTIFICATION:

I hereby certify that the answers given by me and the statements made by me in this application are full and true to the best of my knowledge and belief. I understand that the intentional submission of false information, or the intentional omission or misrepresentation requested by this application or its supplements, is cause for rejection of my application or my discharge at any time during my employment. I voluntarily authorize my former employers, schools, and persons named herein to give information regarding me, whether or not such information is part of their records. I hereby release said organizations or persons from any liability or damages whatsoever for issuing this information.

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Signature of Applicant

Date

If you are under 18 years of age, can you provide required proof of your eligibility to work?      Yes      No

Have you ever filed an application with us before?      Yes      No      If yes, give date

Have you ever been employed with us before?      Yes      No      If yes, give date

Are you currently employed?      Yes      No

May we contact your present employer?      Yes      No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?

Yes      No      *Proof of citizenship or immigration status will be required upon employment*

On what date would you be available for work?

Are you available to work:      Full-time      Part-time      Temporary

Are you currently on "lay-off" status and subject to recall?      Yes      No

Can you travel if a job requires it?      Yes      No

Have you ever been convicted of a crime other than a minor traffic violation?      Yes      No

*Conviction will not necessarily disqualify an applicant from employment*

If yes, please explain:

Have you ever had any job-related training in the United States Military?      Yes      No

If yes, please describe:

**Education:**

	High School				Undergraduate College/University				Graduate/ Professional				Vocational/ Technical School
School Name and Location													
Years Completed <input type="text"/>	9	10	11	12	1	2	3	4	1	2	3	4	
Diploma/Degree													
Describe Major Course of Study													
Describe any specialized training, apprenticeships, skills and extra-curricular activities													
Describe any honors you have received													
State any additional information you feel may be helpful to us in considering your application													

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 disability or other protected status*

**References:**

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Employment Experience:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer:		
Address:		Telephone #:
Supervisor:		Job Title:
Reason for Leaving:		
Dates of Service:	From	To
Hourly Rate/Salary:	Starting	Ending
Describe Duties:		

Employer:		
Address:		Telephone #:
Supervisor:		Job Title:
Reason for Leaving:		
Dates of Service:	From	To
Hourly Rate/Salary:	Starting	Ending
Describe Duties:		

Employer:		
Address:		Telephone #:
Supervisor:		Job Title:
Reason for Leaving:		
Dates of Service:	From	To
Hourly Rate/Salary:	Starting	Ending
Describe Duties:		

## Employment Experience Continued:

Employer:	
Address:	Telephone #:
Supervisor:	Job Title:
Reason for Leaving:	
Dates of Service:      From	To
Hourly Rate/Salary:    Starting	Ending
Describe Duties:	

Employer:	
Address:	Telephone #:
Supervisor:	Job Title:
Reason for Leaving:	
Dates of Service:      From	To
Hourly Rate/Salary:    Starting	Ending
Describe Duties:	

If you need additional space, please continue on a separate sheet of paper, or attach a resume.

## Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

Typing Speed: \_\_\_\_\_

Computer Experience:      Yes      No