

APPLICATION FOR EMPLOYMENT MOUNTAIN VALLEY DEVELOPMENTAL SERVICES

Mountain Valley Developmental Services (Employer) is an Equal Opportunity Employer. Employer does not unlawfully discriminate on the basis of race, sex, national origin, ancestry, religion, creed, age, physical or mental disability, or veteran status. *Provide only the information requested.*

I. PERSONAL INFORMATION

Last Name	First Name	Middle Initial
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Address	City
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State	Zip	Cell Phone
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Email Address	Home Phone
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Position(s) for which you are applying

II. EMPLOYMENT HISTORY

Attach additional sheets of paper if you need more space to answer these questions, or attach your resume.

Answers must be complete!

<i>Date (month/year) From – To</i>	<i>Name/Address/Phone of Employer</i>	<i>Position Held</i>	<i>Reason for Leaving</i>

Explain any gaps in your work history that are longer than three months: _____

Have you ever been fired or quit under the threat of being fired? _____ Yes _____ No.
If "Yes," state when this occurred and identify the employer by Name, Address and Telephone Number.
State the reasons given to you by your employer for your dismissal or forced resignation.

Describe any problems in your current job about which you have been warned or disciplined in the past 12 months:

Who should we contact to confirm current employment data? Please give Name / Title / Telephone Number:

May we talk to your current employer? _____ Now? _____ Only if Hired? _____ Never (Explain)

III. EDUCATION

(If you attended more than one in each category, identify on additional sheet and attach.)

<i>School</i>	<i>Name and Location</i>	<i>Graduated? Yes/No</i>	<i>Major Subjects</i>

What special training or skills do you have for this job position? _____

IV. PERSONAL REFERENCES

Personal references should be individuals familiar with you and your work. Relatives should not be used.

<i>Name</i>	<i>Address</i>	<i>Phone Number</i>	<i>Relationship</i>	<i>Years Acquainted</i>

V. CRIMINAL RECORDS

Have you been convicted of a crime or by court martial? ____ Yes ____ No. ? (Do not include crimes for which records are sealed or have been expunged or arrests that are no longer pending and did not result in conviction, guilty or no contest plea.)

If "Yes," identify the nature of the offense, county and state where convicted, date of conviction, and sentence or fine imposed.

If you are presently charged with committing a criminal offense, identify nature of offense, county and state where charges are pending, and status of the charges:

Have you ever used any names or Social Security numbers other than those on this application?
____ Yes ____ No. If "Yes," identify all other names or Social Security numbers you have used.

JOB REQUIREMENTS

(Complete this section only if you have been told the job qualifications and requirements.)

I meet all required educational, experience and certification/license qualifications of the job. Yes No

If "No," what qualifications do you lack?

I have reviewed the essential job functions and state that I can perform these functions with or without reasonable accommodation. Yes No

Do you have a current Colorado or other state Driver License? Yes No

Colorado Other? If "Other," what state is your Driver License from? _____

If you do not have a Drive License, would you be able to obtain one if offered the job? Yes No

Are you lawfully authorized to work in the United States Yes No

If you are related to any of our employees, please state the name of the employee and the employee's position with Employer, if known.

Have you ever applied to or been employed by Mountain Valley Developmental Services before? Yes No.

If "Yes," explain and give dates: _____

On what date will you be available for work? _____

Do you have any pending commitments or anticipated events that will necessitate you being absent from work within the next six months or, for absences of more than a week, within the next twelve months?

Yes No. If "Yes," explain and list the dates:

What strengths do you possess that make you stand out as an applicant for this position?

Do you have additional qualifications for this position we should know?

Are you familiar with Microsoft Office? _____ Yes _____ No. If “Yes,” what applications are you comfortable with and to what level is your expertise?

What other computer programs are you familiar with?

Please read the following paragraph before signing this application:

I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation of information by statement or omission will result in disqualification or, if already hired, dismissal from employment, no matter when the misrepresentation is discovered. I authorize the Employer to contact my references, investigate my employment history, education, criminal record, and if applicable, driving record. I agree to assist Employer in obtaining background information on me by signing this authorization and any release forms necessary to obtain such information. I understand that any job offer is contingent upon an acceptable background check. I understand that all employment with Employer is at-will, meaning that the employment with Employer may be terminated, with or without cause, and with or without notice, at any time, and at the option of either Employer or the employee. I understand that only the Executive Director of Employer has the authority to enter into an agreement for employment for any specified period of time, or to make an agreement contrary to the foregoing. I understand that any such agreement must be in writing and signed by the Executive Director of Employer. I understand that Employer reserves the right to change its personnel policies and employee benefits at any time without approval by employees, and that I will accept such changes by continuing my employment with Employer.

Applicant’s Signature

Date