

# EMPLOYMENT APPLICATION

## Velocity Dance Center

Velocity Dance Center, "VDC", is an equal opportunity employer and is committed to make employment decisions based on merit, qualifications and abilities and does not discriminate in employment opportunities and practices on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected under local, state or federal laws. VDC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to VDC.

*Please Print. Complete this application in full even if attaching a resume.*

### EMPLOYMENT DESIRED

Position(s) Applied For	Date of Application
Date Available for work	Employment Desired (full time, part time, etc.)
What are your salary expectations for the position you are applying for?	
How did you hear about this position?	

### PERSONAL INFORMATION

Last Name	First Name	Middle Initial
Street Address		City, State, Zip Code
Telephone Number	Alternative Telephone Number	
Social Security Number	Email Address	

### GENERAL INFORMATION

Are you over the age of 18 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are under the age of 18 years of age, can you provide proof of eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(A conviction will not necessarily automatically disqualify you for employment)</i>	
If yes, please explain:	
If hired, do you have reliable transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been employed with VDC before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when and at what location(s)?	
Do you have relatives or friends who work for VDC? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, license#: _____ State: _____ Exp: _____	
Can you work mornings or evenings? (please circle)   Are you available to work holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What days are you available to work?   Mon   Tues   Wed   Thurs   Fri   Sat   Sun   (please circle)	
How did you hear about VDC? Who referred you? (Please be specific)	

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### EDUCATION

Type of School	Name and Location of School	Course of Study	Total Years of Study	Degree/Diploma
High School				
College				
Graduate				
Other (please specify)				

### ADDITIONAL EXPERIENCE OR QUALIFICATIONS

List any other experience, skills or other qualifications including any professional, trade, business or civic activities and offices held which may help qualify you for this position:


### EMPLOYMENT HISTORY

Beginning with your most recent employer, list the past three employers. You must complete this section even if you are attaching a resume. May we contact your current employer?    Yes    No

Employer	Start Date	End Date	Essential job functions of your position
Address		City, State, Zip	
Phone Number	Starting Salary	Ending Salary	
Job Position	Name of Supervisor		
Reason(s) for leaving:			

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### REFERENCES

Please list three people, not related to you, who can provide professional references of your work performance within the last 5 years.

Name	Address	Phone Number	Email Address	Relationship/ Occupation	Years Known

### **APPLICANT'S CERTIFICATION AND AGREEMENT**

***Please read each statement closely and initial each acknowledging your understanding***

\_\_\_\_\_ I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and that I have not knowingly withheld any information that might adversely affect my chances of employment. I further certify that I have personally **completed this application**.

\_\_\_\_\_ **I understand that, if employed, falsification, misrepresentation, or omissions of any facts called for on this application, or any other document used to secure employment, shall be cause for denial of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.**

\_\_\_\_\_ I agree to any legally permitted testing, such as personality testing, required by VDC as a condition of employment. I understand that VDC requires job applicants who are offered employment to submit to an investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks.

\_\_\_\_\_ I understand and agree that VDC is under no obligation to hire me as a result of accepting this application. I also understand that should I be extended an employment offer and accept such offer, my employment will be "at-will", which means that either I or VDC may terminate the employment relationship at any time, with or without cause, notice, or any specific procedures.

My signature below acknowledges that I have fully read, understand and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### COMPLETE AND RETURN THE ATTACHED DOCUMENTS AS A CONDITION OF EMPLOYMENT

- Background Checks Authorization and Disclosure Notice**
- Applicant Release of Information**