

## General Employment Application

We are an Equal Opportunity Employer

You must complete the entire application and sign where indicated.

\*\*\*Please submit your current resume and references with this application.

Date:

Name (first middle last)			
Address (street, city, state, zip code)			Mobile Telephone
Email Address:			Home Telephone
Are there other names under which you have worked or attended school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list for reference checking purposes.			
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide proof of work authorization.)			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.			
Have you ever applied at this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:		Have you ever worked at this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:	
<b>Part-Time or Full-Time Desired</b>			<b>Salary Preference</b>
Part-Time (up to 20 hrs wk)	Part Time (20-30 hrs wk)	Full-Time (30+ hrs wk)	
When can you start?			
How were you referred to the company? <input type="checkbox"/> Agency <input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Social Media <input type="checkbox"/> School <input type="checkbox"/> Other			
If required to drive a motor vehicle for the job applying for, state your: 1) driver's license number <span style="float: right;">2) state issued</span>			
Are you licensed with any group, association or society relating to the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Registration or License Number	State Issued	Expiration Date	Years of Experience

**Please Read Carefully Before Signing This Form**

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information about my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)
4. Regardless of whether or not I become employed by the company, I recognize this application is not and should not be considered a contract of employment. I understand that employment at the company is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company's, unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.

Signed by \_\_\_\_\_ Date \_\_\_\_\_

*Your electronic signature indicates agreement with items 1, 2, 3 & 4 above.*

**Please send your completed application along with your resume and references to:**

**[careers@tceducationconsultants.com](mailto:careers@tceducationconsultants.com)**

**Thank you for your interest in Twin Cities Education Consultants**