

IMPACT
Employment Application



Please email the completed form to lpittman@impactinc.org with a subject of Job Application.

IMPACT is an Equal Opportunity Employer

| APPLICANT INFORMATION | | | | | | | | | |
|---|-------|----------|------------------------|------------|----------------------|-----------|------------|--------------|--|
| Last Name | | | First | | | M.I. | Date | | |
| Street Address | | | | | Apartment/Unit # | | | | |
| City | | | | State | | ZIP | | | |
| Phone | | | E-mail Address | | | | | | |
| Fluent Languages Spoken | | | Date Available | | | | | | |
| Are there other names under which you have worked or attended school? | | | | | | | YES | NO | |
| Are you a citizen of the United States? | | | | | | | YES | NO | |
| If no, are you authorized to work in the U.S.? (If hired, you will be required to provide proof of work authorization) | | | | | | | YES | NO | |
| Are you at least 18 years old? 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. | | | | | | | YES | NO | |
| Have you ever been convicted or pleaded no contest for any offense or violation – Misdemeanor or Felony – other than minor traffic violations? (Convictions are not an automatic bar to employment) | | | | | | | YES | NO | |
| Are there any Pending criminal charges against you? | | | | | | | YES | NO | |
| Have you ever applied to this company before? | | | | | | | YES | NO | |
| Have you ever worked for this company before? | | | | | | | YES | NO | |
| Position Applying for: | | | | | Salary Preference | | | | |
| Are you looking for Full or Part-time? | | | Shift Preference | | Available Start Date | | | | |
| How were you referred to the company? | | | Agency | Walk-in | Friend/Relative | Website | School | Social Media | |
| | | | Other (please specify) | | | | | | |
| COMPUTER SKILLS | | | | | | | | | |
| Please indicate which computer software programs and skills you have used and are comfortably familiar with: | | | | | | | | | |
| MS Word | Excel | Access | Outlook | PowerPoint | Windows 7 | Windows 8 | Windows 10 | | |
| Data Entry | Chat* | Texting* | Other (please specify) | | | | | | |
| * used as part of employment | | | | | | | | | |

| EDUCATION | | | | | | | |
|---|-------------------------|--|-------------------|--------------|-----|---------|---|
| High School | | | | Address | | | |
| From | To | | Did you graduate? | YES | NO | Degree | |
| College | | | | Address | | | |
| From | To | | Did you graduate? | YES | NO | Degree | |
| Graduate School | | | | Address | | | |
| From | To | | Did you graduate? | YES | NO | Degree | |
| Other | | | | Address | | | |
| From | To | | Did you graduate? | YES | NO | Degree | |
| TRAINING COURSES | | | | | | | |
| | | | | | | | <i>List any relevant training programs completed.</i> |
| Course/Seminar | Organization Sponsoring | | Content | | | Date(s) | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| LICENSES AND CREDENTIALS | | | | | | | |
| Do you currently have a valid Wisconsin Driver's License? | | | | | YES | NO | |
| List any licenses and credentials you currently hold that relate to the job you are applying for: | | | | | | | |
| | | | | | | | |
| REFERENCES | | | | | | | |
| <i>Please list three professional references.</i> | | | | | | | |
| Full Name | | | | Relationship | | | |
| Company | | | | Phone | | | |
| Address | | | | | | | |
| Full Name | | | | Relationship | | | |
| Company | | | | Phone | | | |
| Address | | | | | | | |
| Full Name | | | | Relationship | | | |
| Company | | | | Phone | | | |
| Address | | | | | | | |

| EMPLOYMENT HISTORY | | | |
|---|-----------------|--------------------|------------------|
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| | | | |
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| | | | |
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| From | To | Reason for Leaving | |

| MILITARY SERVICE | |
|----------------------------------|-------------------|
| Branch | From To |
| Rank at Discharge | Type of Discharge |
| If other than honorable, explain | |

| DISCLAIMER AND SIGNATURE – PLEASE READ CAREFULLY BEFORE SIGNING THIS FORM |
|--|
| <ol style="list-style-type: none"> 1. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period shall inquire as to whether or not applicants are being accepted at that time. 2. 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. 3. 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 me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and |

knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

4. I understand that, before receiving a job offer, a background check and drug screening will be required.
5. Regardless of whether or not I become employed by the company, I recognize that 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.

I understand that my electronic signature is legally binding, just as if I had signed a paper document, and that my typed name in the signature box below is intended to be my electronic signature.

I Agree

Signature

Date

Thank you for your interest in IMPACT. Please return the completed form to hr@impactinc.org with a subject line of Job Application.

Invitation to Applicants to Self-Identify for Affirmative Action Related Purposes

This company (IMPACT) prepares affirmative action plans that cover females, minorities, persons with disabilities, and certain types of veterans. This survey is meant to help the company fulfill certain objectives in these affirmative action plans.

PLEASE NOTE: You are not required to complete any part of this form. The decision not to complete this form will NOT affect any opportunity for employment or benefits with the company. Any information you provide in this survey will be kept confidential and will not be used in any way that may adversely affect your employment with this company.

| Affirmative Action Self-Identification | | | |
|--|--|-------|--|
| Name: | | Date: | |
| Position you are applying for: | | | |
| Please check the appropriate boxes: | | | |
| Race/Ethnic Origin | <input type="checkbox"/> White (not of Hispanic origin) <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Black/African American <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander/Indian Subcontinent | | |
| Sex | <input type="checkbox"/> Female <input type="checkbox"/> Male | | |
| | | | |

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