



# Los Alamos Retired & Senior Organization

## Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

**Please print clearly**

Position(s) applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone #: \_\_\_\_\_ Mobile/Other #: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

Have you ever been employed here before?  Yes  No If **yes**, give dates and positions \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

Date available to start: \_\_\_\_\_ What is your desired salary range: \$ \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodations)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes  No  I need more information about the job's "essential functions" to respond.

Driver's license number required if driving may be required in the job for which you are applying: \_\_\_\_\_ State: \_\_\_\_\_

Answering "yes" to either of the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to or been convicted for a crime?:  Yes  No

If **yes**, please provide date(s) and details: \_\_\_\_\_

### SKILLS AND QUALIFICATIONS

Summarize any special training, skills, license and/or certificates that may assist you in performing the position for which you are applying:

\_\_\_\_\_

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

Word Processing: \_\_\_\_\_ Years: \_\_\_\_\_  E-Mail: \_\_\_\_\_ Years: \_\_\_\_\_

Spreadsheet: \_\_\_\_\_ Years: \_\_\_\_\_  Internet: \_\_\_\_\_ Years: \_\_\_\_\_

Presentation: \_\_\_\_\_ Years: \_\_\_\_\_  Other: \_\_\_\_\_ Years: \_\_\_\_\_

## EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information.

Employer	Telephone number	Dates employed: Month Year to Month Year
Job Title		Hourly <input type="checkbox"/> Salary \$ Per <input type="checkbox"/>
Why did you leave?		
Supervisors name and title	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Summarize the type of work performed and job responsibilities		

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Summarize the type of work performed and job responsibilities		

## EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School (Include City & State)	Years Completed	Completed	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	

## References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Number of years known

**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that LARSO does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete and I-9 Form in this regard.

**LARSO does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on this basis or his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. LARSO likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. LARSO takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_