



**APPLICATION FOR EMPLOYMENT**  
**CHANGE, Inc. · 3158 West Street · Weirton, WV 26062**

*An Equal Opportunity Employer*

*Please print or type all information except signature. Conditions of employment are stated at the end of the application. Please read carefully before you sign this application.*

Date: \_\_\_\_\_

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

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

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Are you legally eligible to be employed in the United States?  Yes  No  
(Proof of identity and eligibility will be required upon employment.)

Are you over the age of 18 years?  Yes  No  
(If no, you may be required to provide authorization to work.)

Do you have any relatives presently employed with CHANGE, Inc.?  Yes  No  
If "Yes", name of relative and relation: \_\_\_\_\_

Have you ever worked for CHANGE, Inc. before?  Yes  No If "Yes", date: \_\_\_\_\_

Have you been convicted of a misdemeanor?  Yes  No  
If "Yes", please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of a felony?  Yes  No  
If "Yes", please explain: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Are you currently employed?  Yes  No If "Yes", may we contact your employer?  Yes  No

Referral Source:  Newspaper  Friend  Relative  Employee  Walk-In  Other: \_\_\_\_\_

**EDUCATION**

<b>TYPE OF SCHOOL</b>	<b>NAME OF SCHOOL</b>	<b>LOCATION (Complete Mailing Address)</b>	<b>YEARS COMPLETED</b>	<b>DIPLOMA OR DEGREE RECEIVED</b>
High School				
College				
Graduate				
Professional				
Bus/Trade				

**License/Certifications:**

**EMPLOYMENT HISTORY** (Begin with most recent.)

Employer Name:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:
Duties:	

**EMPLOYMENT HISTORY (Continued)**

Employer Name:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:
Duties:	

Employer Name:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:
Duties:	

Employer Name:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:
Duties:	

**REFERENCES**

Please list two professional references:

NAME	ADDRESS	BUSINESS/POSITION	PHONE #	YEARS KNOWN

Please list two personal references, not related to you:

NAME	ADDRESS	BUSINESS/POSITION	PHONE #	YEARS KNOWN

**PLEASE READ CAREFULLY BEFORE SIGNING**

- CHANGE, Inc. is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, national origin, ancestry, age or disability.
- It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by CHANGE, Inc. I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or CHANGE, Inc. I also understand that this written statement supersedes any and all oral representations made by my agents or representatives of CHANGE, Inc.
- I understand that I may be subject to a drug/alcohol testing and/or a background check according to CHANGE, Inc.'s policies and passing the drug/alcohol test and background check is a condition of employment. Refusal to submit to testing and/or background check or a positive result shall be sufficient cause for denial of employment or discharge.
- I authorize and give CHANGE, Inc. consent to conduct reference checks.
- I certify that the information in this application is true, complete, and correct. I understand that false answers, statements, or significant omissions made by me on this application shall be sufficient cause for denial of employment or discharge.

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

**THIS APPLICATION SHALL BE RETAINED FOR  
AT LEAST ONE YEAR  
AND THEN IT WILL BE DESTROYED.**