

Unitarian Society of Santa Barbara

APPLICATION FOR EMPLOYMENT

(Please print clearly)

To Applicant: We sincerely appreciate your interest in our organization and assure you that we are interested in your qualifications. A clear understanding of your background and work history will assist us in placing you in the position that best matches your qualifications. USSB is an equal opportunity employer, dedicated to the practice of non-discrimination in hiring, and in subsequent employment decisions, based on all legally protected statuses.

Personal Information

Name:	Date:
Address:	Telephone No:
<u>Zip:</u>	Social Security Number:
Email:	

Provide other names you have used and dates during which you used each name listed:

Position Applied For:	Salary Requirement:
Have you ever worked for USSB before? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, when?

If your application is considered favorably, on what date will you be available for work?

If you are hired, can you submit verification, at that time, of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No

Are you able to perform the essential functions of the position for which you are applying?
 Yes No. Accommodations are required.

If reasonable accommodations are necessary, please describe what type(s) is/are needed:

Please describe any of your experiences, skills, interests, abilities, ambitions or qualifications which you feel are especially suited to the position for which you are applying and may be helpful to us in considering your application.

Please list 3 personal references (other than relatives):

Name	No. of Years	Phone No.	Relationship
		()	
		()	
		()	

Academic History

School	Name and Address of School	Course of Study	Years Completed	Did You Graduate	List Diploma or Degree
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No	

List other job related self study, on-the-job training, company training, seminar training, and/or adult education courses:

List any job-related licenses, certifications and/or awards you have received:

Military Service Record

Were you in the U.S. Armed Forces? <input style="margin-left: 20px;" type="checkbox"/> Yes <input style="margin-left: 20px;" type="checkbox"/> No	Dates of duty From: _____ To: _____
List duties in the U.S. Armed Forces, including special training:	

Have you ever been convicted under your name or another name, of a felony or a misdemeanor (excluding convictions for marijuana which occurred more than two years ago, or for which the record has been sealed, expunged, eradicated, or judicially dismissed)? <input style="float: right; margin-right: 20px;" type="checkbox"/> Yes <input style="float: right; margin-right: 20px;" type="checkbox"/> No
If yes, please explain when you were convicted and of what you were convicted:

(A felony or misdemeanor conviction, or an affirmative answer above, will not necessarily disqualify an applicant from employment.)

Unitarian Society of Santa Barbara

CERTIFICATION

Please read the following statement carefully before signing

I certify that the statements set forth above in my application for employment and any other information given by me pursuant to my becoming an employee of Unitarian Society of Santa Barbara (USSB), or requested of me pre-hire, are true and complete. I understand that any false statements or omissions on this application or any other documents either during or after the hiring process shall be sufficient cause for rejection of my application or dismissal after employment has begun, regardless of the time elapsed before discovery.

I authorize (USSB), or its representatives, to thoroughly investigate my background, including personal work history, education, character references, credit history, and criminal record. I authorize the references listed above to give USSB any and all information concerning my employment, any pertinent information they may have, personal or otherwise, and hereby release all parties from liability or any damage that may result from furnishing the same to USSB.

I understand and acknowledge that employment with USSB is "at will" and can be terminated at any time, with or without notice, and with or without reason by either USSB or myself. I understand that if hired, employment is for no definite or determinable time period.

I understand THIS APPLICATION IS NOT A CONTRACT and nothing contained in the application, or conveyed during any interview(s) which may be granted, is intended to create an employment contract between USSB and me. I understand that only written agreements signed by an authorized officer of USSB are enforceable. I also understand that, if hired, I will be required to sign an Employment Agreement.

Signature of Applicant

Date

Name (Please Print)

SSN