## **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**

1 Croonar Information			
Name:		Date:	
Address:		Telephone No:	
		Social Security Number:	
Email:			
Provide other names you have used an	d dates during which	ch you used each name listed:	
Position Applied For:		Salary Requirement:	
Have you ever worked for USSB before	? O No	If yes, when?	
	O Yes		
If your application is considered favora	bly, on what date w	vill you be available for work?	
If you are hired, can you submit verifica	ation, at that time, o	of your legal right to work in the	United States?
	o Yes	O No	
Are you able to perform the essential fu	inctions of the pos	ition for which you are applying	?
O Yes O No. A	ccommodations ar	e required.	
If reasonable accommodations are necessary		•	:
Please describe any of your experience especially suited to the position for which application.			
			_
Please list 3 personal references (o	ther than relative	s):	
Name	No. of Years	Phone No.	Relationship

# List below all present and past employment, beginning with your most recent. This section must be completed in full, even if you attach a resume.

o Y	r Mo	Y	r	Describe in Detail the Work You Did	Annual Starting Salary	Annual Last Salary	Reason for Leaving	Name of Supervisor & Work Phone
								Number
								Number
				Describe in Detail the	Annual	Annual	Reason	Name of
o Y	r Mo	Y	r	Work You Did	Starting Salary	Last Salary	for Leaving	Supervisor & Work Phone Number
	r Ma	\ \ \ \ \ \		Describe in Detail the	Annual	Annual	Reason	Name of Supervisor &
		<b>,</b>   ''		Work Tod Did	Salary	Salary	Leaving	Work Phone Number
<u> </u>	r Ma	, v	r	Describe in Detail the	Annual	Annual	Reason	Name of Supervisor &
				WOIK TOU DIG	Salary	Salary	Leaving	Work Phone Number
1.	lo Y	lo Yr Mo	lo Yr Mo Y	lo Yr Mo Yr	lo Yr Mo Yr Work You Did    Describe in Detail the Work You Did	No Yr Mo Yr Work You Did Starting Salary  Describe in Detail the Work You Did Starting Salary  No Yr Work You Did Starting Salary  No Yr Mo Yr Describe in Detail the Annual Starting Salary	lo Yr Mo Yr Work You Did Starting Salary  Describe in Detail the Work You Did Starting Salary  No Yr Work You Did Starting Salary  Describe in Detail the Starting Salary  Describe in Detail the Annual Starting Salary  Describe in Detail the Starting Salary	No Yr Mo Yr Work You Did Starting Salary Last Salary Leaving  Describe in Detail the Work You Did Starting Salary Salary Reason for Salary Salary Salary Salary Leaving  No Yr Mo Yr Describe in Detail the Salary Salary Reason for Leaving Salary Sal

May we contact the employers listed above? If not, indicate which one(s) you do not wish us to contact: O Yes O No

## **Academic History**

School	Name and Addres of School	s Course of Study	Years Completed	Did You Graduate	List Diploma or Degree	
High				O Yes		
School				O No		
College				O Yes		
				O No		
College				O Yes		
				O No		
Other				O Yes		
(Specify)				O No		
List any job-related licenses, certifications and/or awards you have received:						
		Military Service	Record			
Were you in the O Yes U.S. Armed Forces?	n the O Yes O No	No Dates of duty	From:		<u>.</u>	
	Forces?		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, er	adicated, or judicially disn	nissed)?		O Ye	es O No	

If yes, please explain when you were convicted and of what you were convicted:

## **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