



7296 Magnolia St
Commerce City, CO 80022
720-651-3784
Info@adelantecommunity.org
www.adelantecommunity.org

Application for Employment

Candidate's Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell phone Number: _____

Are you 18 years of age or older? Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes No

Have you ever worked or attended school under another name? If so, under what name?

Position Desired

Position: _____ Start date available: _____

Wage rate desired: \$ _____ Hourly Monthly Annually

Do you prefer: Full-time Part-time If part-time, hours per week desired: _____

Hours you are available to work: _____

Days of week you are available to work: _____

Are you able to work: Weekends
 Holidays Nights Overtime

Have you previously worked for Adelante Community Development? Yes No

Dates of employment with Adelante Community Development: from _____ to _____

Reason(s) for leaving: _____

Former supervisor(s) at this company: _____

How did you learn about this opening? _____

Education

High School: Graduated? Yes No Course of Study: _____

Technical School: Graduated? Yes No Course of Study: _____

College/University: Graduated? Yes No Course of Study: _____

Post-Graduate Education: Graduated? Yes No Course of Study: _____

Other education, training or special skills: _____



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Attach resume: _____

Skills

Typing speed (WPM): _____

Are you experienced in using personal computers? Yes No PC Mac

Are you able to use [name any software programs that are required for the position, e.g., Microsoft Word or Excel]. What other programs are you capable of using?

Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.

Employer: _____ Address: _____

From _____ To _____ Position Held: _____ Reason for Leaving: _____

Supervisor's Name & Title: _____ May we contact? Yes No

Description of Duties: _____

Starting Compensation: _____ Final Compensation: _____

Employer: _____ Address: _____

From _____ To _____ Position Held: _____ Reason for Leaving: _____

Supervisor's Name & Title: _____ May we contact? Yes No

Description of Duties: _____

Starting Compensation: _____ Final Compensation: _____



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References

Identify three persons who know your work, beginning with the most recent.

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Position or Title: _____ Years Known: _____

Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Candidate's Signature _____ Date _____

EMPLOYER NOTES:

If you are considering obtaining applicant or employee background checks through a third party provider, it is vitally important that you comply with the federal Fair Credit Reporting Act (FCRA). Background checks typically include a variety of information from various sources, including credit reports. The FCRA imposes a number of requirements on employers who obtain and utilize background checks, including a number of **very specific notice and disclosure requirements, which are not reflected in this sample employment application.**

Please note that your state may also have very specific requirements for conducting background checks. Some states limit or restrict the use of information gained through background checks, including arrest and conviction records as well as credit reports. Employers are strongly advised to consult a knowledgeable employment law attorney before conducting any type of background checks on applicants or current employees.