



Economic Security Corporation of Southwest Area

An Equal Opportunity Employer

Thank you for your interest in employment with Economic Security Corporation (ESC). The application must be filled out entirely, even if you attach a resume. Do not use "see resume". Applications and/or current resumes must be received in our office by the deadline date on the job posting or the application will not be considered.

Generally, ESC will receive a large number of applications for vacant positions. Each one will be carefully screened to determine if the applicant meets the minimum qualifications for the job and has the skills and abilities that are needed to fill the position.

Those applicants who are most qualified will be called for interviews. If you are not given an interview, it simply means that there were applicants who had more experience or whose skills and abilities more closely met the requirements for the job. You should give this process at least three weeks, depending on how soon a particular position needs to be filled, interview results, and results of the background screening process.

If you are called for an interview, you will receive a letter informing you of the interview results. If you are not interviewed, you will not receive further notification.

All employment application are kept for a period of one year. If you are interested in being considered for another position with ESC, you may ask that your application be pulled and considered for another position if you have completed one within one year. If it has been more than one year since you applied for a position with ESC, you must complete a new application. It is often to your benefit to complete a new application if you have gained experience that has enhanced your job skills even if you have an application on file.

A timely return of the completed application is important. You may return the completed application in person, mail, fax or e-mail to:

Economic Security Corporation
Attn: Human Resources
302 S Joplin
P.O. Box 207
Joplin, Mo 64802
Fax To: 417-781-1234
E-mail to: careers@escswa.org



APPLICATION FOR EMPLOYEMENT
ECONOMIC SECURITY CORPORATION

<ul style="list-style-type: none"> • Follow Instructions Carefully • Provide detail- DO NOT use See Resume • Print or type neatly • Position(s) applied for must be indicated on form 				<ul style="list-style-type: none"> • Completely fill out or application will not be considered • Check for errors & signature before submitting 			
Position(s) applying for:			Date of application:				
Name (First, Middle Initial, Last)			Social Security Number				
Address:		City:	State:	Zip Code:			
Phone Number:	E-mail:		Contact by Email				
			Yes	No			
Have you ever been employed or volunteered with ESC before? (If yes, please indicate position and date):							
Do you have a family member presently working for ESC in any capacity? (If yes, please state name and position)							

How did you learn about this ESC and our open position?					
___ Friends/Family	___ Newspaper	___ Facebook	___ Indeed	___ Twitter	___ Job Service
___ Other _____					

Did you graduate from high school or receive a GED Certificate?		Yes	No
School name and Location (college or vocational)	Graduated	Field of Study	Diploma/Degree

Computer experience: Word Excel PowerPoint E-mail Social Media Date Entry

List Clerical/phone/office skills: _____

List work experience with children and ages: _____

List Volunteer Work: _____

Military Service (list branch & dates): _____

Other Qualifications: Describe in detail the part of your experience or education which you believe to be pertinent to meeting the qualification for and performing the duties of the position you are applying. Describe any job related experiences obtained through civic, volunteering, or community work.

All potential employees must sign a declaration prior to employment. Please respond to each of the following questions by marking yes or no. These must be accurately answered. Any omission or misstatement on the form could result in not obtaining employment.

	Yes	No
Are there any pending or prior criminal charged against you related to child sexual abuse or neglect?		
Have you pled guilty to or been convicted of any charges related to child abuse or neglect?		
Do you have any convictions of moving violation citations or municipal violations (including traffic tickets, traffic fines, etc.) within the last 5 years?		
Have you been convicted of or pled guilty to a misdemeanor?		
Have you ever been convicted of or pled guilty to any felonies?		
Have you ever been placed on probation for and felony or misdemeanors?		

If you have marked yes to any of the above, list the offense(s), date(s), court address(es) and other relevant information about each such matter:

Employment Experience #1		
Please list up to five most recent jobs. Start with the most current. Include armed forces and self-employment information.		
May we contact this employer for a reference?		Yes No
Employer:	Employment Dates: Start Date: End Date:	
Address:	Phone Number:	
Job Title:	Rate of Pay:	
Briefly Describe Job Duties:		
Reason for leaving:		

Employment Experience #2		
Please list up to five most recent jobs. Start with the most current. Include armed forces and self-employment information.		
May we contact this employer for a reference?		Yes No
Employer:	Employment Dates: Start Date: End Date:	
Address:	Phone Number:	
Job Title:	Rate of Pay:	
Briefly Describe Job Duties:		
Reason for leaving:		

Employment Experience #3

Please list up to five most recent jobs. Start with the most current. Include armed forces and self-employment information.

May we contact this employer for a reference?		Yes	No
Employer:	Employment Dates: Start Date: End Date:		
Address:	Phone Number:		
Job Title:	Rate of Pay:		
Briefly Describe Job Duties:			
Reason for leaving:			

Employment Experience #4

Please list up to five most recent jobs. Start with the most current. Include armed forces and self-employment information.

May we contact this employer for a reference?		Yes	No
Employer:	Employment Dates: Start Date: End Date:		
Address:	Phone Number:		
Job Title:	Rate of Pay:		
Briefly Describe Job Duties:			
Reason for leaving:			

Employment Experience #5

Please list up to five most recent jobs. Start with the most current. Include armed forces and self-employment information.

May we contact this employer for a reference?		Yes	No
Employer:	Employment Dates: Start Date: End Date:		
Address:	Phone Number:		
Job Title:	Rate of Pay:		
Briefly Describe Job Duties:			
Reason for leaving:			

References

Below list the names of three people not related to you (do not list former employers) and whom you have known for at least one year.

Name	Address	Phone	Years Known

APPLICANT'S STATEMENT

Read carefully before signing

I authorize investigation of all statements made on my resume, application, or those made during an interview for job selection. Such investigations may include checks for criminal record, driving record, child abuse/neglect record, drug and alcohol testing, references, and past/current employers. I authorize my former employers to furnish and release all information relating to my employment, such as the quality of work, dates of employment, and reason for leaving. In addition, I release ESC, any former employers and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand that this application will be active for twelve (12) months; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that all information will be considered in determining eligibility for employment and that a false or dishonest answer to any question shall be sufficient cause for, dismissal or refusal to hire. All findings related to the employment investigation will be preserved in applicant's file.

I understand that, if hired, my employment will be strictly at will. That means that my employment is for an indefinite period and that the agency or I may terminate the employment at any time, for any or no reason, with or without notice or intermediate steps. I further understand that no verbal statements or statements in any company policy or procedure manual, employee handbook, or other document shall be construed to have altered the at-will nature of my employment. No agency manager or representative shall be authorized to make any representation to the contrary.

Applicants Signature

Date