



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 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 applications 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: HR Director
302 S. Joplin
P.O. Box 207
Joplin, MO 64802
FAX TO: 417-781-1234
e-mail to: jnichelson@escswa.org



**APPLICATION FOR EMPLOYMENT
ECONOMIC SECURITY CORPORATION**

<ul style="list-style-type: none"> • Follow instructions carefully • Provide detail – DO NOT use “see resume • Print or type neatly 	<ul style="list-style-type: none"> • Completely fill out or application will not be considered • Check for errors & signature before submitting • Positions(s) applied for must be indicated on form 	
Position(s) applying for:	Date of application:	
Name(First, Middle Initial, Last)	Telephone:	Social Security Number:
	Cell Phone:	
Address:	City:	State: Zip
E-mail Address:	<input type="checkbox"/> Yes, contact me by e-mail	
Have you ever been employed by ESC before or volunteered? (If yes, please indicate position and date):		
Is any member of your family presently working for ESC in any capacity? (If yes, please state name and position):		

Did you graduate from high school or receive a GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No			
School Name and Location (college, vocational)	Graduated	Field of Study	Diploma/Degree
Check computer experience: <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Database <input type="checkbox"/> E-mail			
List clerical/phone/offices skills; _____		Secondary Language: _____	
List work experience with young children and ages: _____			
List Volunteer Work: _____			
Military Service (List Branch & Dates): _____			
If hired, can you provide written evidence that you are authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a current or former Head Start parent? <input type="checkbox"/> Yes <input type="checkbox"/> No			
List any other names you may have used other than listed above?			

All employees must sign a declaration prior to employment. Please respond to each of the following questions by marking yes or no for each question. These must be accurately answered. Any omission or misstatement on this form will be grounds for termination.

	Yes	No
Are there any pending or prior criminal charges against you related to child sexual abuse or neglect?		
Have you pled guilty to or been convicted of any charge 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 a felony or felonies?		
Have you ever been placed on probation for any felony or misdemeanor?		

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

EMPLOYMENT EXPERIENCE

Please list the five (5) most recent jobs. Start with the current or last job. Include armed forces services and self-employment information.

May we contact your current employer for a reference? Yes No

#1 Employer:	Employment Dates: From: / / To: / /
Telephone:	Your Job Title:
Address:	Rate of Pay:

Briefly Describe Duties:

Reason for leaving:

#2 Employer:	Employment Dates: From: / / To: / /
Telephone:	Your Job Title:
Address:	Rate of Pay:

Briefly Describe Duties:

Reason for leaving:

#3 Employer:	Employment Dates: From: / To: /
Telephone:	Your Job Title:
Address: -	Rate of Pay:
Briefly Describe Duties:	
Reason for leaving:	
#4 Employer:	Employment Dates: From: / To: /
Telephone:	Your Job Title:
Address:	Rate of Pay:
Briefly Describe Duties:	
Reason for leaving:	
#5 Employer:	Employment Dates: From: / To: /
Telephone:	Your Job Title:
Address:	Rate of Pay:
Briefly Describe Duties:	
Reason for leaving:	
Other Qualifications: Describe in detail the part of your experience or education which you believe to be pertinent to meeting the qualifications for and performing the duties of this position. Describe any job related experiences obtained through civic, volunteering, or community work.	

REFERENCES

List below the names of three persons not related to you (do not list former employers) and whom you have known for at least one year

Name	Address	Phone	How long known

How did you learn about this employment position?

___ Friends/Family

___ Newspaper

___ Facebook

___ Indeed

___ Twitter

___ Job Service

___ Other, _____

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 this application does not constitute an agreement or contract for employment for any specified period or definite duration.

Applicant's Signature

Date