



Inner Circle Communities • 1803 Bostwick Road • Columbus Ohio 43327

Office: (614) 725-3808 • Fax: (614) 725-2553

Email: info@innercirclecommunities.org • Website: www.InnerCircleCommunities.org

APPLICATION FOR EMPLOYMENT

Inner Circle Communities is an equal opportunity employer. All potential employees are evaluated without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related handicap or any other legally protected status.

Date _____ Position _____

Personal Data		
Name (last, first, middle initial):		
Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
Email:	Salary Desired:	

Are you applying for: full-time part-time

Check Shifts available: 1st 2nd 3rd

Will you work overtime if needed: yes no

Are you under age 18? yes no

If hired, can you provide proof of identity and authorization to work in the USA? yes no

Have you worked at ICC previously? yes no

Do you currently have a non-compete agreement with any other employer? yes no

Have you ever been convicted of (or pled guilty or not contest to) a violation of law other than a minor traffic violation? (Note: a yes answer will not necessarily disqualify you from employment) yes no

Can you perform the essential job functions of the position for which you have applied, either with or without reasonable accommodation? yes no

How did you learn about ICC?

advertisement agency employee referral _____

professional organization internet ICC website



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U.S. Military Status

Have you ever served active duty in the U.S. Armed Forces or in the last two years worked for the U.S. Government as a civilian or military employee? If yes, complete the following: yes no

Branch:

Rank:

Title:

Dates:

Are you now a member of any military reserve organization? yes no

Education Data

School

Course or Major:

Did you graduate?

Degree/diploma/certificate:

School

Course or Major:

Did you graduate?

Degree/diploma/certificate:

School

Course or Major:

Did you graduate?

Degree/diploma/certificate:

Administrative Skills

List software applications, office equipment and skills:



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Employment Data

List below all present and past employment starting with your most recent employer. The information you provide will be verified as part of our employment process. Please explain any gaps in employment.

Employer name and address: Type of business:	Phone: Supervisor Name:
Position Title: Job Duties (be specific):	Dates of employment From: _____ To: _____ Pay: _____ Per: _____
Employer name and address: Type of business:	Phone: Supervisor Name:
Position Title: Job Duties (be specific):	Dates of employment From: _____ To: _____ Pay: _____ Per: _____
Employer name and address: Type of business:	Phone: Supervisor Name:
Position Title: Job Duties (be specific):	Dates of employment From: _____ To: _____ Pay: _____ Per: _____
Employer name and address: Type of business:	Phone: Supervisor Name:
Position Title: Job Duties (be specific):	Dates of employment From: _____



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	To: _____ Pay: _____ Per: _____
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This application is not complete until signed and all statements are read and initialed

Initial: _____ I agree, if required, to sign an agreement concerning confidential information.

Initial: _____ I agree to submit to a drug and alcohol test. I understand any offer of employment will be conditioned upon acceptable results

Initial: _____ I understand any omission or misrepresentation I make may result in refusal or separation from employment.

Initial: _____ I will authorize Inner Circle Communities to obtain consumer reports and/or investigative consumer reports about me, including criminal records search and education and employment verifications, in connection with this application. I fully release ICC and all other employers, partnerships and associations from all liabilities related to those investigative or lawful, job related disclosures.

Signature

Date