

PLEASE EMAIL COMPLETED APPLICATION TO INFO@BERKSTASC.ORG

TASC does not discriminate in hiring or employment on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability or any other basis of discrimination prohibited by law. No question on this application is intended to secure information to be used for such discrimination. To be considered an applicant, you must apply for one or more of those positions that are currently open and possess the minimum qualifications for the position(s).

POSITION APPLYING FOR: _____

GENERAL INFORMATION

FULL NAME: _____

TELEPHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

E-MAIL ADDRESS: _____

Have you even been employed by TASC before? ☐ Yes ☐ No

Have you ever been terminated from a position for poor performance or misconduct? If yes, please explain: ☐ Yes ☐ No

Have you ever been convicted of a misdemeanor or felony? ☐ Yes ☐ No

Are you currently under probation or parole supervision? ☐ Yes ☐ No

What type of work are you interested in? ☐ Full Time ☐ Part Time If hired, what date are you available to start? _____

Please be advised that if selected for employment, you will be required to provide proof that you are legally eligible to be employed in the United States. Please also be advised that if you are selected as a finalist for a position, part of the background check includes a criminal history check and/or child abuse clearance. Convictions are not an automatic disqualification to employment and all qualified applicants are encouraged to apply.

EDUCATIONAL BACKGROUND

NAME OF SCHOOL	CITY & STATE	MAJOR COURSE OF STUDY	LAST YEAR COMPLETED	DEGREE OR DIPLOMA
HIGH SCHOOL			☐ 9 ☐ 10 ☐ 11 ☐ 12	
COLLEGE OR TECHNICAL SCHOOL			☐ 1 ☐ 2 ☐ 3 ☐ 4	
COLLEGE (ADVANCED DEGREE)			☐ 1 ☐ 2 ☐ 3 ☐ 4	

Computer Skill Level : ☐ Basic ☐ Moderate ☐ Advanced

Are you bi-lingual in Spanish and English? ☐ Yes ☐ No

EMPLOYMENT HISTORY List each position held. Start with your present or last job. DO NOT WRITE "SEE RESUME"

COMPANY NAME

ADDRESS

EMPLOYED FROM (MO./YR.)

EMPLOYED TO (MO./YR.)

POSITION TITLE

SUPERVISOR NAME, TITLE, EMAIL

DESCRIPTION OF DUTIES, RESPONSIBILITIES AND/OR SIGNIFICANT ACCOMPLISHMENTS

SALARY - STARTING

SALARY - ENDING

HOURS WORKED WEEKLY

REASON FOR LEAVING

MAY WE CONTACT THIS EMPLOYER? ☐ YES ☐ NO

COMPANY NAME

ADDRESS

EMPLOYED FROM (MO./YR.)

EMPLOYED TO (MO./YR.)

POSITION TITLE

SUPERVISOR NAME, TITLE, EMAIL

DESCRIPTION OF DUTIES, RESPONSIBILITIES AND/OR SIGNIFICANT ACCOMPLISHMENTS

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MAY WE CONTACT THIS EMPLOYER? ☐ YES ☐ NO

COMPANY NAME

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SALARY - STARTING

SALARY - ENDING

HOURS WORKED WEEKLY

REASON FOR LEAVING

MAY WE CONTACT THIS EMPLOYER? ☐ YES ☐ NO

REFERENCES

References must be Supervisors, Administrators, Teachers, Professors, etc. Please do not list co-workers, friends or family members!

NAME	POSITION/TITLE & WHERE EMPLOYED	RELATIONSHIP TO YOU	PHONE NUMBER/EMAIL ADDRESS

CERTIFICATIONS

Please indicate any current certifications (CADC, CAAP, LCSW, CPR, First Aid, etc.) you have that relate to the position for which you are applying:

CLEARANCE/CERTIFICATION	DATE OBTAINED	EXP. DATE (IF ANY)

- ☐ I certify that the information contained on this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal if employed by TASC. I further understand that this application is not intended to be a contract of employment, nor does this application obligate TASC any way if it decides to employ me.
- ☐ I authorize the employers/supervisors listed above to give TASC any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing said information to the TASC.
- ☐ TASC is hereby authorized to investigate my past employment, professional and other licensure and/or certifications, criminal record, child abuse record, driving record and military record through its management office or its designee. For the purpose of verifying my qualifications for employment, TASC is authorized to obtain educational records and information relating to courses taken, my performance in those courses, degrees and awards received by me as well as disciplinary actions taken against me while enrolled. In the event an investigation reveals convictions or security related issues, I understand my employment, or consideration for employment, could be terminated immediately.
- ☐ I understand that passing a drug test is a condition of employment and that I must test negative for all substances. If an employment offer is extended, depending upon the requirements of the position for which I am being hired, I may be required to take, pass, and complete job-related physical examinations.
- ☐ No representative of TASC other than the Executive Director has any authorization to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.
- ☐ If employed by TASC, I agree to conform to its policies and procedures and understand that employment at TASC is at will; i.e., either myself or TASC may discontinue employment at any time, for any or no reason, with or without notice.

AUTHORIZED SIGNATURE

DATE

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