

Application for Employment must be filled out completely to be considered. Resumes will not be considered as part of the official employment application. Applications with statements such as “See Resume” will not be considered as complete.

Applicant’s Statement and Release:

- I certify the answers given within this application for employment are true and complete. I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as an applicant.
- I understand that I will be required to provide proof of eligibility to work in the United States.
- I understand that prospective employees, or employees transferred into certain *OOI* positions may be subject to a criminal background check, FBI fingerprint check, child maltreatment registry check, driver’s record check, and/or pre-employment, and on-going, drug/alcohol testing.
- I authorize investigation of all statements contained in this application as may be necessary in making an employment decision. I authorize *Ozark Opportunities, Inc.* to inquire and ask former employers and references information regarding dates of work, quality of work, positions held, salary, attendance habits, workmanship, cooperation, willingness to rehire, reason for leaving, etc.
- I release the mentioned individual companies or institutions, including *Ozark Opportunities, Inc.* from all liability for any damage whatsoever in furnishing and using such information.
- I authorize a photocopy of this authorization to be furnished to past employers and references when asked for information relative to suitability for employment.
- This application and authorization will be considered active for 180 days and may not be renewed.
- I understand and acknowledge that any employment relationship with this organization is “at will” (Employee may resign at any time and the Employer may discharge Employee at any time with or without cause) and may not be changed by any written document or conduct unless specifically acknowledged by an authorized executive of *Ozark Opportunities, Inc.*
- If employed, I understand that I am required to abide by all policies, rules, and regulations of *OOI*; and that false or misleading information given in my application or interview may result in discharge.

Signature of Applicant

Date

Once completed, please mail application to:

Ozark Opportunities, Inc.
P.O. Box 1400
Harrison, AR 72602

Or return application to:

Ozark Opportunities, Inc.
701 E. Prospect Ave.
Harrison, AR 72601

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Ozark Opportunities, Inc.
Application for Employment



We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Please Fill Out All Fields Completely

Position Applying for: _____ Location: _____

Minimum salary requirement: _____ Earliest date available: _____

Were you previously employed by *OOI*? Yes No If yes, when and where: _____

Reason for leaving: _____

Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____

Phone Number(s): _____

List relatives on the *OOI* Board of Directors or employed by *OOI*: _____

Have you been convicted of a crime in the past 10 years, excluding misdemeanors and summary offenses? Yes No

If yes, describe in full: _____

Do you have a valid driver's license? Yes No Can you travel if required? Yes No

Are you currently employed? Yes No May we contact your current employer? Yes No

"The mission of Ozark Opportunities, Inc. is to partner with organizations, families, and individuals to provide services and empowerment opportunities for those with limited means to improve their quality of life."



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EDUCATION: Proof of High School Diploma, GED, Associates Degree, Undergraduate Degree, Graduate Degree or other Degrees and certifications and licenses will be required upon hire

	Name and Address of School. City & State	Area of Study	Degree awarded	Your name as registered at Educational Facility
High School				
Technical School				
College				
University				
Graduate School				

Describe any specialized training or skills, including business machines, computer systems and software applications you can operate: _____

List professional memberships and certifications: _____

Other qualifications and job-related skills: _____

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EMPLOYMENT HISTORY Start with your present or most recent job. List all jobs **SIX** years previous to date of this application. Include the current address and phone number of each employer. List full dates of employment (start and end dates) Provide your supervisor's name, your job title and describe the work you performed. Attach additional sheets for continuation.

Company Name: _____ Phone Number: _____

Company Address: _____ City/State/Zip: _____

Type of Business: _____ Supervisor's Name: _____

Employment Start Date: _____ Employment End Date: _____

Job Title & duties performed: _____

Reason for Leaving: _____

Company Name: _____ Phone Number: _____

Company Address: _____ City/State/Zip: _____

Type of Business: _____ Supervisor's Name: _____

Employment Start Date: _____ Employment End Date: _____

Job Title & duties performed: _____

Reason for Leaving: _____

Company Name: _____ Phone Number: _____

Company Address: _____ City/State/Zip: _____

Type of Business: _____ Supervisor's Name: _____

Employment Start Date: _____ Employment End Date: _____

Job Title & duties performed: _____

Reason for Leaving: _____

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Application for Employment



Company Name: _____ Phone Number: _____
Company Address: _____ City/State/Zip: _____
Type of Business: _____ Supervisor's Name: _____
Employment Start Date: _____ Employment End Date: _____
Job Title & duties performed: _____

Reason for Leaving: _____

Company Name: _____ Phone Number: _____
Company Address: _____ City/State/Zip: _____
Type of Business: _____ Supervisor's Name: _____
Employment Start Date: _____ Employment End Date: _____
Job Title & duties performed: _____

Reason for Leaving: _____

PERSONAL REFERENCES Provide the full name, address, and phone number of individuals who are not related to you by blood or marriage who can provide information about your character and ability to perform the job for which you have applied. **Provide three references. Local references are encouraged.**

Name	Address	City/State	Phone Number

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EQUAL EMPLOYMENT DATA

This section is designed to collect information that may be used in the completion of required governmental reports and is not used in the processing of your application. The completion of this page is voluntary. This page will not remain part of your application for employment.

Applicant Name _____

Gender Male Female

Race Check one of the six (6) listed which you consider yourself to be

- American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America or Central America, and who maintains tribal affiliation or community attachment)
- Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent)
- Black or African American, not Hispanic (a person having origins in any of the Black racial groups of Africa)
- Native Hawaiian or other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White, Not Hispanic (a person having origins in any of the original peoples of Europe, the Middle East, or North Africa)
- Biracial/Multi-racial (a person of 2 or more races)

Ethnicity Check one

- Hispanic or Latino origin
- Non-Hispanic or Non-Latino origin

Military History

Have you served on active duty in the United States military, excluding Active Duty for Training and Reserve

Military Annual Training? Yes No

Branch of Service _____ Date of Entry _____

Date of Discharge _____ Type of Discharge _____

How did you learn of this job opening?

- Newspaper
- Workforce Services
- Personal announcement/referral
- On-line posting
- other/please specify: _____