

WECEP OF LEXINGTON, INC/SANKOFA UNIVERSITY

Employment Application



RECLAIMING THE INVISIBLE - ACHIEVING THE IMPOSSIBLE

Date: _____

Hire Date: _____

APPLICANT INFORMATION			
Last Name	First	M.I.	DOB
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone ()	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Applicants are required to provide a Copy of a Valid Driver's License, State Issued ID or Passport, GED Certificate or High School Diploma and Social Security Card to Complete Identification Verification and Background Checks for Hiring			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES: APPLICANTS ARE REQUIRED TO LIST 3 PROFESSIONAL REFERENCES	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT: FIVE YEARS OF EMPLOYMENT HISTORY IS REQUIRED

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> He has retired			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

****Please give us a brief description about yourself and why you would like to become a part of the Sankofa University family! If more space is needed use the back**

DISCLAIMER AND SIGNATURE

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Sankofa University is an Equal Opportunity Employer (EOE).

I understand that this organization is operates a Licensed Childcare facility and employment with this organization is contingent upon the completion of Background Checks (Local, State, and National), fingerprints, out of state background checks, and the Sex offender Registry.

I will be notified of disqualifying background check results within 3 days and will have the opportunity to submit a rehabilitative review if requested and this must be completed within 30 days. New hires will not be eligible to work until the appeal process is completed.

Signature	Date
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*****DO NOT WRITE BELOW THIS LINE*****

COMMENTS

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	
HIRED	POSITION	WILL REPORT	SALARY WAGES

APPROVED: 1. _____ **Board of Directors Chair** 2. _____ **Executive Director** 3. _____ **Program Director**

REVISED September 17, 2024