



Application for Employment

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

(PLEASE PRINT)

Date of application _____

Position(s) applied for _____

How did you hear about us?

- Advertisement •
- Employment agency •
- Relative •
- Friend •
- Inquiry •
- Other _____

Last Name	First Name	Middle Name
Address	street	city
		state
		zip
(____)		
Telephone Number		Social Security Number

Best time to contact you is ____:____ AM or PM Are you over 18 years old? _____

Have you filed an application with us before? _____ When? _____

Do any of your friends, or relatives work here? _____ Who? _____

Are you currently employed? _____ May we contact your current employer? _____

Do you now or will you in the future require Visa sponsorship to continue employment in the U.S.? Yes • No •

Proof of citizenship or immigration status will be required upon employment

Date available for work ____/____/____ Desired Salary Range _____

Are you available to work

- Full Time (Please indicate 1 2 3 shift)
- Part Time (Please indicate Mornings Afternoons Evenings)
- Temporary (Please indicate dates _____ - _____ - _____ to _____ - _____ - _____)
- Nights

Are you on "lay-off" and subject to recall? _____

Are you willing to travel if a job requires it? _____

Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly. *Revised 8/8/06*



Education

	Name and Address of School	Course of Study	No. of Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate Degree				
Graduate/Professional				
Other (Specify)				

Describe any specialized training, apprenticeship skills, and extra-circular activities.

Describe any job-related training received in the United States Military.



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Employment Experience

Start with your present or last job. Include and job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

If you need additional space, please continue on a separate piece of paper.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving				

List professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, disability, or other protected status.



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ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills (Check Skills/Equipment Operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. YES NO

References

1. _____ (_____) _____
 _____ (Name) _____ Phone #

 _____ (Address)
2. _____ (_____) _____
 _____ (Name) _____ Phone #

 _____ (Address)
3. _____ (_____) _____
 _____ (Name) _____ Phone #

 _____ (Address)



CRIMINAL BACKGROUND CHECK

Urban Peak is a licensed homeless youth shelter. As such, we are required to conduct background checks on employees including fingerprints. Conviction of a crime does not necessarily mean that you are not eligible for employment. The nature of the crime is the critical information.

*If you falsify the information you give here or in any other part of your employment application, Urban Peak may terminate you for cause. Further, **Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.***

Please answer **all** questions completely.

1. Have you ever been convicted of a misdemeanor? Yes No
If yes, please give the dates, reason, and sentence.

2. Have you ever been convicted of a felony? Yes No
If yes, please give the dates, reason and sentence.

3. Have you ever been listed on the Child Abuse Register?
 Yes No If yes, please give dates and reason.

Print Name

Date

Signature



Acceptable Motor Vehicle Operator Record

Drivers of Motor Vehicles must meet the following criteria in addition to any other employment criteria utilized by this business:

DRIVER STANDARDS

1. Minimum age of 21.
2. For livery (child/client/etc...) transport minimum age is 25 except as defined below. Drivers between the ages of 21 and 25 will be considered so long as:
 - No driving of 15 passenger vans
 - Clean MVR provided to us prior to quoting
 - Valid Driver's License in effect for at least 3 years.
3. Acceptable MVR record. Acceptable defined as:
 - A. No major violations in past 3-years. Major violations include:
 1. DUI/DWI
 2. Reckless Driving
 3. Careless Driving
 4. Vehicular Homicide
 5. Leaving the Scene of an Accident
 6. School Zone violations
 7. Financial Responsibility (no insurance)
 - B. No more than:
 1. Two moving violations in past 3-years
 2. One moving violations and 1 at-fault accident in prior 3-years
 3. Two at-fault accidents in prior 3-years

*These guidelines are subject to individual account/driver exception(s) per underwriter discretion based on individual account peculiarities/situations.

In addition, a driver selection process is required consisting of the insured:

1. Obtaining an MVR on all new driver employees and annually on all driver employees thereafter.
2. Comparing MVR record to insured's driver qualifications standards and allowing drivers to drive based on MVR meeting written standards.

Additional recommended (not required) controls include:

1. For livery drivers the addition of a drug screen/testing program, both at time of hire and on a random but frequent basis thereafter, is also highly recommended but not compulsory.
2. On-going regularly scheduled documented driver safety instruction/meetings.
3. Use of documented pre and post trip safety checklist inspection with records maintained for minimum of 6-months.