



Employment Application

Silver Key Senior Services, Inc.

1625 S. Murray Blvd., Colorado Springs, CO 80916

P 719-884-2300 F 719-884-2301

E-mail: hr@silverkey.org

An Equal Opportunity Employer

We do not discriminate based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, genetic information, age, physical or mental ability, veteran status, military obligations, and marital status, or any other applicable status protected by federal, state, or local laws. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.



Silver Key is a participant with the Department of Homeland Security's E-Verify program.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

You may submit this application via e-mail hr@silverkey.org, mail, fax or hand-delivery.
Alternatively, you may apply online at www.SilverKey.org

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: (____) _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Type of Schedule: ☐ Full Time ☐ Part Time ☐ Temporary

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

If hired, can you furnish proof you are eligible to work in the U.S.? YES ☐ NO ☐

Have you ever applied here before? YES ☐ NO ☐ If yes, when? _____

Have you ever worked for this organization? YES ☐ NO ☐ If yes, when? _____

If employed by Silver Key, do you expect to be engaged in any additional business or employment outside of our job?

YES ☐ NO ☐

If yes, give details: _____

Education

High School: Address:
Years Completed: Degree:
College: Address:
Years Completed: Degree:
Other: Address:
Years Completed: Degree:

References

Have you worked or attended school under another name? YES ☐ NO ☐ If yes, list names:
Are you presently employed? YES ☐ NO ☐ If yes, whom do you suggest we contact?
Have you ever been fired from a job or asked to resign? YES ☐ NO ☐ If yes, please explain:

Please list three professional references.

Full Name: Relationship:
Company: Phone:
Address:

Full Name: Relationship:
Company: Phone:
Address:

Full Name: Relationship:
Company: Phone:
Address:

Previous Employment

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Note: A job offer may be contingent upon acceptable references from current and former employers.

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 ☐ NO ☐

Company: Phone:
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
YES NO
May we contact your previous supervisor for a reference? ☐ ☐

Company: Phone:
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
YES NO
May we contact your previous supervisor for a reference? ☐ ☐

Special Skills

What skills or additional training do you have that are related to the job for which you are applying?

What computer applications, machines or equipment can you operate that are related to the job for which you are applying?

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expressions, genetic information, age, physical or mental ability, veteran status, military obligations, and marital status, or any other protected status.)

Driving Record

Are you 21 years of age or older? (Required for all positions driving on behalf of Silver Key) YES ☐ NO ☐

Do you have a valid driver's license? YES ☐ NO ☐ DL # _____ State _____ Class _____

Have you had your driver's license suspended or revoked in the last 3 years? YES ☐ NO ☐ If yes, give details: _____

Affidavit, Consent and Release

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I will be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand I will undergo a criminal record check. I consent to a pre-employment criminal record check, which may include a fingerprint check.

I understand that I will undergo a motor vehicle records check. I hereby consent to a pre- and/or post-employment motor vehicle records check as a condition of employment, if required. I agree to provide pre- and/or post-employment driver's license and proof of vehicle insurance information, if required.

I understand I may be required to undergo a credit screening. I consent to the release of any or all credit information, if required.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE CEO OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CEO AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

If this is a submission via e-mail enter your initials as your digital signature: _____

Signature: _____

Date: _____

If available, attach your resume to this application or with your e-mailed application.

This application for employment will remain active for one year from the date of submission. If you wish to keep an application on file beyond that date you must resubmit a current application.