

EMPLOYMENT APPLICATION



Southeast Colorado Enterprise Development, Inc.
(SECED, Inc.)
112 West Elm Street, Lamar, Colorado 81052
719-336-3850

Southeast Colorado Enterprise Development, Inc. (SECED, Inc.) is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Applicant Information

Applicant Name:
Address:
City, State, and Zip Code:
Telephone Number:
Email Address:
Date of Application:

Employment Position

Position(s) applying for:
How did you hear about this position?
On what date can you start working if you are hired?
Do you have reliable transportation to and from work?

Personal Information

Circle Yes or No

Have you ever applied to or worked for Southeast Colorado Enterprise Development, Inc. before?
Do you have any friends, relatives, or acquaintances working for Southeast Colorado Development, Inc.
Are you 18 years of age or older?
Are you a U.S. citizen or approved to work in the United States?
Are you bilingual?
What document can you provide as a proof of citizenship or legal status?
Will you consent to a mandatory controlled substance test?
Do you have any condition which would require job accommodations?

(Note: Southeast Colorado Enterprise Development, Inc. (SECED, Inc.) complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)



Have you ever been convicted of a criminal offense (felony or misdemeanor)?

Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

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*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

**Job Skills/Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

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**Education and Training**

High School Name	Location (City, State)	Year Graduated	Degree Earned
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College/University	Location (City, State)	Year Graduated	Degree Earned
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Vocational/Trade School/Training	Location (City, State)	Year Graduated	Degree Earned
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**Previous Employment**

Employer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



**Previous Employment (cont'd)**

Employer Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Employer Telephone: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Military**

Are you a member of the Armed Services? \_\_\_\_\_  
What branch of the military did you enlist? \_\_\_\_\_  
What was your military rank when discharged? \_\_\_\_\_  
How many years did you serve in the military? \_\_\_\_\_

**References**

Please provide 2 reference(s) below (both professional):

Reference	Contact Information

**AT-WILL EMPLOYMENT**

The relationship between you and the Southeast Colorado Enterprise Development, Inc. (SECED, Inc.) is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Southeast Colorado Enterprise Development, Inc. (SECED, Inc.). No representative of Southeast Colorado Enterprise Development, Inc. (SECED, Inc.) has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Director or the Board Chairman of Southeast Colorado Enterprise Development, Inc. (SECED, Inc.)

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**