

APPLICATION FOR EMPLOYMENT

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

(PLEASE PRINT)

Position(s) Applied For

Date of Application

How Did You Learn About Us?

☐ Advertisement

☐ Friend

☐ Walk-In

☐ Employment Agency

☐ Relative

☐ Other _____

Last Name

First Name

Middle Name

Address

Number

Street

City

State

Zip

Telephone Number(s)

Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes

No ☐

Have you ever filed an application with us before?

☐ Yes

No ☐

If Yes, give date _____

Have you ever been employed with us before?

☐ Yes

No ☐

If Yes, give date _____

Are you currently employed?

☐ Yes

No ☐

May we contact your present employer?

☐ Yes

No ☐

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

☐ Yes

No ☐

On what date would you be available for work?

Date: _____

Are you available to work:

☐ Full Time

☐ Part Time

☐ Temporary

Are you currently on "lay-off" status & subject to recall?

☐ Yes

No ☐

Can you travel if a job requires it?

☐ Yes

No ☐

Have you been convicted of a felony within the last 7 years?

☐ Yes

No ☐

Conviction will not necessarily disqualify an applicant from employment

If Yes, please explain _____

EDUCATION

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills & extra-curricular activities.

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

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any 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.

1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
2. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
3. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
If you need additional space, please continue on a separate sheet of paper.				
List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:				

ADDITIONAL INFORMATION

OTHER QUALIFICATIONS

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

SPECIALIZED SKILLS

Check Skills/Equipment Operated

☐ CRT	☐ FAX	☐ Other (List)	
☐ PC	☐ LOTUS 1-2-3		
☐ Calculator	☐ PBX System	☐ Machinery	
☐ Typewriter	☐ Wordperfect		

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

NOTE: 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 description of the activities involved in such a job or occupation is attached. ☐ **YES** ☐ **NO**

REFERENCES

1.	Name	Phone ()
	Address	
2.	Name	Phone ()
	Address	
3.	Name	Phone ()
	Address	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for the employment as may be necessary in arriving at an employment decision.

I authorize investigation of my Driver's Record.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

_____ Signature of Applicant

Date _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____
_____ Interviewer/Date _____

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Date _____

By (Name & Title) _____ Date _____

NOTES
