

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk In <input type="checkbox"/> Relative <input type="checkbox"/> Other	

Last Name	First Name	Middle Name
Street	City	State
		Zip Code
Telephone Number		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?

Yes       No

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

On what date would you be available for work? \_\_\_\_\_

Are you available to work:       Full time     Part time     Shift Work     Temporary

Are you currently on "lay-off" status and subject to recall?       Yes       No

Can you travel if the job requires it?

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

	Elementary School				High School				Undergrad College/Univ				Graduate/Professional			
School name/location																
Years completed	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Describe Course of Study																
Describe any specialized training, apprenticeship, skills, and extra curricular activities.																
Describe any honors you have received																
State any additional information you feel may be helpful to us in considering your application.																

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

List professional, trade, business or civic activities and offices held.  
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?  Yes  No  
If yes, please describe

\_\_\_\_\_

\_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  Yes  No

Do you have a C.D.L. license  Yes  No

# 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, handicap or other protected status.

Employer	Dates Employed		
	From	To	
Address			Work Performed
Telephone Number(s)	Hourly	Rate/Salary	
	Start	Final	
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		
	From	To	
Address			Work Performed
Telephone Number(s)	Hourly	Rate/Salary	
	Start	Final	
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		
	From	To	
Address			Work Performed
Telephone Number(s)	Hourly	Rate/Salary	
	Start	Final	
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		
	From	To	
Address			Work Performed
Telephone Number(s)	Hourly	Rate/Salary	
	Start	Final	
Job Title	Supervisor		
Reason for Leaving			

If additional space is needed please use separate sheet of paper

## Special Skills and Qualifications

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

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# APPLICANTS 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 employment as may be necessary in arriving at an employment decision.

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 the 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 \_\_\_\_\_

Department \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_