



APPLICATION FOR EMPLOYMENT

EMERGENCY CONTACT
INFO.:
NAME: _____
PHONE NUMBER: _____

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

NAME: _____
POSITION: _____
DATE: ____/____/____

(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"/> Employment Agency | <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____ | | |
| Last Name | | First Name | Middle Name | |
| | | | | |
| Address Number | Street | City | State Zip Code | |
| | | | | |
| 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? 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 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: _____

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 From To | | Work Performed |
| | Address | | | |
| | Telephone Number(s) | Hourly Rate/Salary Starting Final | | |
| | Job Title Supervisor | | | |
| | Reason for Leaving | | | |
| 2. | Employer | Dates Employed From To | | Work Performed |
| | Address | | | |
| | Telephone Number(s) | Hourly Rate/Salary Starting Final | | |
| | Job Title Supervisor | | | |
| | Reason for Leaving | | | |
| 3. | Employer | Dates Employed From To | | Work Performed |
| | Address | | | |
| | Telephone Number(s) | Hourly Rate/Salary Starting Final | | |
| | Job Title Supervisor | | | |
| | Reason for Leaving | | | |
| 4. | Employer | Dates Employed From To | | Work Performed |
| | 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.

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Education

| | Name & Address of School | Course of Study | Years Completed | Diploma / Degree |
|--------------------------|--------------------------|-----------------|-----------------|------------------|
| Elementary School | | | | |
| High School | | | | |
| Undergraduate College | | | | |
| Graduate Professional | | | | |
| Other (<i>Specify</i>) | | | | |

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

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

| Describe any job-related training received in the United States military. |
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Additional Information

Other Qualifications

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

Specialized Skills

(Check applicable Skills / Equipment Operated)

CRT

PC

Calculator

Typewriter

Fax

Lotus 1-2-3

PBX System

WordPerfect

Production/Mobile
Machinery (*list*):

Other (*list*):

**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 description of the activities involved in such a job or occupation is attached.

Yes

No

References

1.

(Name) Phone #

2.

(Name) Phone #

3.

(Name) Phone #

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 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 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 DEPARTMENT PERSONNEL 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: _____

FOR DEPARTMENT PERSONNEL USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NAME: _____

POSITION: _____

DATE: _____

_____/_____/_____

NOTES: