

Application for Employment

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

(Please Print)

Last Name	First Name	Middle Name
Position(s) Applied For		Date of Application
Address	Number	Street
	City	State
		Zip Code
Telephone Number(s)		Social Security Number
E-mail address		

If you are under 18 years of age, can you provide required proof of your eligibility to work? ف Yes ف No

Have you ever filed an application with us before? ف Yes ف No

Have you ever been employed with us before? If yes, give date _____
ف Yes ف No

Are you currently employed? ف Yes ف No

May we contact your present employer? ف Yes ف No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? ف Yes ف 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: ف Full-Time ف Part-Time ف Shift-Work ف Temporary

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

Can you travel if a job requires it? ف Yes ف No

Have you been convicted of a felony within the last 7 years? ف Yes ف No

Conviction will not necessarily disqualify an applicant from employment.

Upon becoming employed, you will be required to submit to a criminal background check.

If yes, please explain _____

Education

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
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, 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

ف Yes ف No

If yes, please describe _____

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

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

Special Skills and Qualifications

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

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 _____

