

Application For Employment

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.

(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"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Walk-In	<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 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 of 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 _____

Education

	Name and 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 and extra-curricular activities.

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

<h1 style="margin: 0;">Employment</h1>	Please give accurate, complete full time and part-time employment record. Start with your present or most recent employer.
--	--

1	Company Name	Telephone
	Address	Employed-(State month and year)
		Weekly Pay
	Name of Supervisor	Start Last
	State job title and describe your work	Reason for leaving

2	Company Name	Telephone
	Address	Employed-(State month and year)
		Weekly Pay
	Name of Supervisor	Start Last
	State job title and describe your work	Reason for leaving

3	Company Name	Telephone
	Address	Employed-(State month and year)
		Weekly Pay
	Name of Supervisor	Start Last
	State job title and describe your work	Reason for leaving

4	Company Name	Telephone
	Address	Employed-(State month and year)
		Weekly Pay
	Name of Supervisor	Start Last
	State job title and describe your work	Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason _____

Military	Did you serve in the U.S. Armed Forces? YES NO	If "yes" what branch?
Describe any training received in relation to the position for which you are applying.		

Additional Information

Other Qualifications

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

Specialized Skills

Check Skills/Equipment Operated

Specialized Skills		Check Skills/Equipment Operated	
		Production/Mobil Machinery (list):	Other (list)
___ CRT	___ Fax	_____	_____
___ PC	___ Lotus 1-2-3	_____	_____
___ Calculator	___ PBX System	_____	_____
___ Typewriter	___ Word Perfect	_____	_____
		_____	_____

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 #

	(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 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 _____

Employed Yes No Interviewer _____ Date _____
Date of Employment _____
Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
Name and Title _____ Date _____

NOTES _____

