

APPLICATION FOR EMPLOYMENT

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

Position(s) Applied For	Salary Requirements	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	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 completed 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 will be required upon employment.) Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary Overtime

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

Can you travel if the position requires it? Yes No

If yes, does this include weekends? Yes No

Have you ever been convicted of a felony within the last seven (7) years? (Conviction will not necessarily disqualify applicant from employment) Yes No

If yes, please explain _____

Do any of your friends or relative work here? Yes No

If yes, please identify _____

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				
Course of Study				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.	
Describe any honors you received.	
State any additional information you feel that may be helpful to us in considering your application.	

List professional, trade, business or civil activities and offices held. You may exclude memberships that would reveal gender, race, religion origin, age, ancestry or disability or other legally protected status:

REFERENCES Use the reverse side or this page if necessary

The name, address and telephone number of 3 references who are not related to you and not previous employers. 3 Personal (not relatives or co-workers) 3 Professional (not co-workers or employers)

Have you ever had any job-related training in the United States military? Yes No

If yes please described: _____

Are there any reasons you may have difficulty in performing any of the job duties explained to you and for which you have applied? Yes No

If yes, please describe: _____

EMPLOYMENT EXPERIENCE If you need additional space, please continue on a separate sheet of paper.

Start with present or last job, Include job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disability or other protected status.

Employer #1		Dates Employed From To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/ Salary:		
Job Title	Supervisor	Starting:		
Reason for Leaving		Final:		
Employer #2		Dates Employed From To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/ Salary:		
Job Title	Supervisor	Starting:		
Reason for Leaving		Final:		
Employer #3		Dates Employed From To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/ Salary:		
Job Title	Supervisor	Starting:		
Reason for Leaving		Final:		
Employer #4		Dates Employed From To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/ Salary:		
Job Title	Supervisor	Starting:		
Reason for Leaving		Final:		

SPECIAL SKILLS AND QUALIFICATIONS

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

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

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.

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 any 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 PERSONAL 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 _____
