



APPLICATION FOR EMPLOYMENT

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

Position Applied For: _____

Date of Application: _____

How did you learn about us?

Advertisement

Friend

Relative

Inquiry

Employment
Agency

Other

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Email: _____

Home: _____ Mobile: _____ Work: _____

Best time to contact you: _____ Method of contact: _____

If you are under 18 years of age, can you provide proof of your eligibility to work?

Yes No

Have you ever filed an application for employment with us before?

Yes No

If yes, give date: _____

Do any of your friends or relatives work here?

Yes No

If yes, state name: _____

and relationship: _____

Are you currently employed?

Yes No

Are you currently on "lay-off" status and subject to recall?

Yes No

May we contact your current employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

Yes No

Date available to start work: _____

Requested pay range: _____

EDUCATION

HIGH SCHOOL

Name of School: _____

Address: _____

Courses of Study: _____

Years Completed: _____

Diploma/Degree: _____

UNDERGRADUATE COLLEGE

Name of School: _____

Address: _____

Courses of Study: _____

Years Completed: _____

Diploma/Degree: _____

GRADUATE / PROFESSIONAL

Name of School: _____

Address: _____

Courses of Study: _____

Years Completed: _____

Diploma/Degree: _____

OTHER (SPECIFY)

Name of School: _____

Address: _____

Courses of Study: _____

Years Completed: _____

Diploma/Degree: _____

WORK 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, national origin, disabilities or protected status.

EMPLOYER: _____

Address: _____

Telephone: _____

Position Held: _____

Supervisor: _____

Reason for Leaving: _____

Start Date: _____ End Date: _____

Starting Pay: _____ Ending Pay: _____

Work Performed: _____

EMPLOYER: _____

Address: _____

Telephone: _____

Position Held: _____

Supervisor: _____

Reason for Leaving: _____

Start Date: _____ End Date: _____

Starting Pay: _____ Ending Pay: _____

Work Performed: _____

EMPLOYER: _____

Address: _____

Telephone: _____

Position Held: _____

Supervisor: _____

Reason for Leaving: _____

Start Date: _____ End Date: _____

Starting Pay: _____ Ending Pay: _____

Work Performed: _____

EMPLOYER: _____

Address: _____

Telephone: _____

Position Held: _____

Supervisor: _____

Reason for Leaving: _____

Start Date: _____ End Date: _____

Starting Pay: _____ Ending Pay: _____

Work Performed: _____

Comments (Include explanation of any gaps in employment): _____

Describe any specialized training, apprenticeship and skills: _____

Describe any hobbies or extra-curricular activities: _____

Other Qualifications (Summarize special job-related skills and qualifications acquired from employment or other experience. Include computer, machinery, and / or any specialized equipment.) _____

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 review of the activities involved in such a job or occupation has been given.

Yes No

PERSONAL/PROFESSIONAL REFERENCES

(Do not include family or past supervisors)

Name: _____

Phone Number: _____

Best time to call: _____

Occupation: _____

Name: _____

Phone Number: _____

Best time to call: _____

Occupation: _____

Name: _____

Phone Number: _____

Best time to call: _____

Occupation: _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

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 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are 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 an authorized executive of this organization specifically acknowledges such change in writing.

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: _____

Date: _____