

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, or any other legally protected status.

Position applied for _____

Date of Application _____

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Current Address _____
Number Street City State Zip

Telephone Number _____ Home Cell

Best time to contact you: _____:_____ AM PM

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 employment application with us before? YES NO

If Yes, please provide date _____

Have you ever been employed with us before? YES NO

If Yes, please provide date _____

Are any of your friends or relatives, other than spouse, employed with us? YES NO

Are you currently employed? YES NO

May we contact your present employer? YES NO

Are you prevented from lawfully becoming employed in this country due to Visa or Immigration Status? *(Proof of citizenship or immigration status will be required upon employment)* YES NO

Date available for work ___/___/_____

What is your desired annual salary range? _____

On which basis are you seeking employment: Full Time Part Time Temporary

If seeking temporary employment, which time of day would you prefer? Mornings Afternoon

If seeking temporary employment, please indicate the dates of your availability ___/___/_____ - ___/___/_____

Are you currently on "lay-off" status and subject to recall? YES NO

Can you travel if your position requires it? YES NO

Application for Employment

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate / Professional				
Other (Specify)				

Please describe any specialized training, apprenticeship, skills and extra-curricular activities.

Please list any 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.

Other Qualifications

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

Application for Employment

EMPLOYMENT EXPERIENCE

Please provide us with some information on your present or previous 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.

Employer Name: _____ Dates Employed: ____/____/____ - ____/____/____
From To

Employer Address: _____
Number Street City State Zip

Employer Phone: _____ Starting Salary / Hourly Rate: _____ Ending Salary / Hourly Rate: _____

Position / Job Title: _____ Supervisor Name: _____

Reason For Leaving: _____

Work Performed: _____

Employer Name: _____ Dates Employed: ____/____/____ - ____/____/____
From To

Employer Address: _____
Number Street City State Zip

Employer Phone: _____ Starting Salary / Hourly Rate: _____ Ending Salary / Hourly Rate: _____

Position / Job Title: _____ Supervisor Name: _____

Reason For Leaving: _____

Work Performed: _____

Employer Name: _____ Dates Employed: ____/____/____ - ____/____/____
From To

Employer Address: _____
Number Street City State Zip

Employer Phone: _____ Starting Salary / Hourly Rate: _____ Ending Salary / Hourly Rate: _____

Position / Job Title: _____ Supervisor Name: _____

Reason For Leaving: _____

Work Performed: _____

Application for Employment

REFERENCES

Please provide any references you may have.

Name: _____ Telephone Number: _____

Address _____
Number Street City State Zip

Name: _____ Telephone Number: _____

Address _____
Number Street City State Zip

Name: _____ Telephone Number: _____

Address _____
Number Street City State Zip

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

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 45 days. Any applicant wishing to be considered for employment beyond this period of time should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by the 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 of 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