

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.

(PLEASE PRINT)

Positions Applied For: _____ **Date:** _____

How did you hear about us? _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
				/	/
Telephone Number/s			Social Security #		

Best time to contact you at home: _____

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 application with us before? ___ Yes ___ No If yes, give date? _____

Do any of your friends or relatives, other than a spouse, work here? ___ Yes ___ No

Are you currently employed? ___ 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

(Proof of citizenship or immigration status will be required upon employment)

Date available for work _____ / _____ / _____ What is your desired range of pay? _____

Are you available to work: Full-Time (please indicate 1st 2nd 3rd shift)
(Shifts: 1st = 7a.m. to 3 p.m./ 2nd = 3p.m. to 11 p.m./ 3rd = 11 p.m. to 7 a.m.)

Part Time (please indicate 1st 2nd 3rd shift)

Temporary (please indicate dates available ____/____/____ to ____/____/____)

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

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

Education

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

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job- related training received in the United States Military:

Employment Experience

Start with you 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, disabilities or other protected status

		Dates Employed		Work Performed
		From	To	
Employer				
Address		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

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		From	To	
Employer				
Address		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

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

Additional Information

Please list any specific licenses you hold and/or equipment you are able to operate that would be pertinent to the position you are applying for _____

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: Summarize special job related job skills & qualifications acquired from employment or other experience _____

Please list any additional information you feel may be helpful 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 review of the activities involved in such a job or occupation has been given. ___ Yes ___ No

References:

Name: _____ Phone # (_____) _____

Address: _____ City _____ State ___ Zip _____

Name: _____ Phone # (_____) _____

Address: _____ City _____ State ___ Zip _____

Name: _____ Phone # (_____) _____

Address: _____ City _____ State ___ Zip _____

Applicant's Statement

I verify that the 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.

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 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

Date of Employment: _____

Full time Part Time

Rate Of Pay: _____

Position: _____

Supervisor: _____

Approved by Administrator: _____ Date: _____
