

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

## Application for Employment



(PLEASE PRINT)

Positions Applied for:		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	
Street Address	City	State	Zip Code
Telephone Number(s)		Social Security Number	

Driver's License number (*If applicable to position for which you are applying*) \_\_\_\_\_

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 \_\_\_\_\_

Have you ever been employed with us before?     Yes     No

If yes, give date \_\_\_\_\_

Because of Federal & State laws that we work with, we need to know if you have been convicted of theft or a felony of any kind.     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 Visa or Immigration Status?  
*Proof of citizenship or immigration status 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 Work

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

Can you travel if work requires it?     Yes     No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

	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, and skills that may be job related.


Describe any job related training received in the United States Military.


## EMPLOYMENT HISTORY

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, gender, national origin, handicap or other protected status.**

<b><u>Employer</u></b>	Dates Employed: From _____ To _____	Work Performed
Address	Hourly Rate/Salary Starting _____ Final _____	
Telephone Number	Job Title _____  Supervisor _____	Reason for leaving
<b><u>Employer</u></b>	Dates Employed: From _____ To _____	Work Performed
Address	Hourly Rate/Salary Starting _____ Final _____	
Telephone Number	Job Title _____  Supervisor _____	Reason for leaving
<b><u>Employer</u></b>	Dates Employed: From _____ To _____	Work Performed
Address	Hourly Rate/Salary Starting _____ Final _____	
Telephone Number	Job Title _____  Supervisor _____	Reason for leaving
<b><u>Employer</u></b>	Dates Employed: From _____ To _____	Work Performed
Address	Hourly Rate/Salary Starting _____ Final _____	
Telephone Number	Job Title _____  Supervisor _____	Reason for leaving

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

List 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:**

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# 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 active for a 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 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 an authorized executive of this organization.

In the even 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: \_\_\_\_\_

Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE DATE

NOTES:
