

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, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
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How Did You Learn About Us?

Advertisement Friend Walk-In
 Employment Agency Relative Other

Last Name	First Name	Middle Name
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Address Number Street City State Zip Code

Telephone Number(s)			
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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

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 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

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

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment.

Yes No

If Yes, please explain _____

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
College				
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 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, disabilities or other protected status.

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

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:

Additional Information

Other Qualifications

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

State any additional information you feel may be helpful to us 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 description of the activities involved in such a job or occupation is attached.

YES NO

References

1. _____ () _____
(Name) Phone #

_____ (Address)

2. _____ () _____
(Name) Phone #

_____ (Address)

3. _____ () _____
(Name) Phone #

_____ (Address)

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 for employment beyond this time period 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 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

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Hourly Rate/

Job Title _____ Salary _____ Department _____

By _____

NAME AND TITLE

DATE

NOTES _____

