



Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PLEASE PRINT

Position(s) Applied For _____ Date of Application _____

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number(s) _____ Social Security Number _____

Driver's License Number _____ Resident Alien Card Number _____

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

If so, may we contact your present 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 will be required upon employment.

On what date would you be available for work? _____

Are you available to work: _____ Full Time _____ Part Time _____ Shift Work _____ Temp.

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? _____ Yes _____ No

Conviction will not necessarily disqualify an applicant from employment

Education

	Elementary School	High School	Undergraduate College/University	Graduate/ Professional
School Name	_____	_____	_____	_____
Location	_____	_____	_____	_____
Years Completed	_____	_____	_____	_____
Describe Course of Study	_____	_____	_____	_____
Years Completed	_____	_____	_____	_____
Diploma/Degree	_____	_____	_____	_____

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

Describe any honors you have received:

State any additional information you feel may be helpful to us in considering your application:

Indicate any foreign languages you can speak, read and/or write

	Fluent	Good	Fair
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected salary.)

Have you ever had any job related training in the United States military? _____ Yes _____ No

If Yes, please describe: _____

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which would indicate race, color, religion, gender, national origin, handicap or other protected status.

1.) Employer

Phone Number

Address

Job Title

Supervisor

Reason for Leaving

Work Performed

Hourly Rate/Salary

_____ Starting

_____ Ending

2.) Employer

Phone Number

Address

Job Title

Supervisor

Reason for Leaving

Work Performed

Hourly Rate/Salary:

_____ Starting

_____ Ending

3.) Employer

Phone Number

Address

Job Title

Supervisor

Reason for Leaving

Work Performed

Hourly Rate/Salary:

_____ Starting

_____ Ending

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment of other experiences.

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.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview 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 _____