

# Application for Employment

Position Applying For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

How Did You Learn About Us? (circle)

Advertisement

Relative

Inquiry

Employment Agency

Friend

Other: \_\_\_\_\_

## Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

1. Best Time to Contact You.....AM PM

2. Have you ever filed an application with us before?.....YES NO

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

3. If you are under 18 years of age, can you provide required proof of your eligibility to work?.....YES NO

4. Have you ever been employed with us before?.....YES NO

4a. If yes, give date \_\_\_\_\_

5. Do any of your friends or relatives other than spouse work here?.....YES NO

6. Are you currently employed?.....YES NO

7. May we contact your present employer?.....YES NO

8. Are you prevented from lawfully becoming employed in this country because of a VISA or Immigration status?.....YES NO

9. Date Available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_

10. What is your desired salary range? \_\_\_\_\_

11. Are you available to work? Full Time Part Time Temporary (dates available)

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

13. Can you travel if a job requires it?.....YES NO

<b>Education</b>	<b>Name &amp; Address of School</b>	<b>Course of Study</b>	<b>Years Completed</b>	<b>Diploma Degree</b>
Elementary School				
High School				
Undergraduate College				
Graduate Professional				

**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.

<b>1. Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting:		
Reason for Leaving		Final:		
<b>2. Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting:		
Reason for Leaving		Final:		
<b>3. Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
Address		From		
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting:		
Reason for Leaving		Final:		
<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
Address		From	To	

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

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**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?.....YES NO

A review of activities involved in such job or occupation has been given?.....YES NO

**GIVE THREE REFERENCES OF THREE PERSONS NOT RELATED TO YOU**

1. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_
2. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_
3. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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.

# 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 time period should inquire as to whether or not applications are still 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 documentation 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 may result in discharge, I understand, also, that I am required to abide by all rules and regulation of the employer.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**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.**