

# Application for Employment

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally.

Position(s) Applied For

Date of Application

\_\_\_\_\_

\_\_\_\_\_

How Did You Learn About Us?

Advertisement \_\_\_\_\_ Relative \_\_\_\_\_ Inquiry \_\_\_\_\_

Employment Agency \_\_\_\_\_ Friend \_\_\_\_\_ Other \_\_\_\_\_

**Last Name** \_\_\_\_\_

**First Name** \_\_\_\_\_ **M.I.** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone Number: Day** \_\_\_\_\_ **Evening** \_\_\_\_\_

**Social Security Number (Voluntary)** \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_ am \_\_\_\_\_ pm

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 \_\_\_\_\_

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

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? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(*Proof of citizenship or immigration status will be required upon employment*)

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Are you available to work:

Full-Time \_\_\_\_\_ (please indicate 1 2 3 shift)

Part-Time \_\_\_\_\_ (please indicate Mornings, Afternoon, Evenings)

Temporary \_\_\_\_\_ (please indicate dates available \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_)

Are you currently on “lay-off” status & 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 five years? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(*A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.*)

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**



# 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.

Employer	Dates Employed From      To		Work Performed
Address			
Telephone No:	Hourly Rate/Salary Starting      Final		
Job Title/Supervisor			
Reason for Leaving			
Employer	Dates Employed From      To		Work Performed
Address			
Telephone No:	Hourly Rate/Salary Starting      Final		
Job Title/Supervisor			
Reason for Leaving			
Employer	Dates Employed From      To		Work Performed
Address			
Telephone No:	Hourly Rate/Salary Starting      Final		
Job Title/Supervisor			
Reason for Leaving			
Employer	Dates Employed From      To		Work Performed
Address			
Telephone No:	Hourly Rate/Salary Starting      Final		
Job Title/Supervisor			

Reason for Leaving			
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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.


### **Specialized Skills (Check Skills/Equipment Operated)**

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Production/Mobile	<input type="checkbox"/> Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Proc.	<input type="checkbox"/> Machinery (list)	
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand		
WPM _____	WPM _____		

*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.**

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? \_\_\_\_\_YES \_\_\_\_\_NO

## References

1. Name \_\_\_\_\_ Phone(\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_

2. Name \_\_\_\_\_ Phone ( )\_\_\_\_\_

\_\_\_\_\_

3. Name \_\_\_\_\_ Phone ( )\_\_\_\_\_

\_\_\_\_\_

4. Name \_\_\_\_\_ Phone ( )\_\_\_\_\_

\_\_\_\_\_

## 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 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.

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Signature of Applicant

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Date

**FOR PERSONNEL DEPARTMENT USE ONLY**

Position (s) Applied For Is Open: \_\_\_\_\_ Yes \_\_\_\_\_ No

Position (s) Considered For: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview \_\_\_\_\_ Yes \_\_\_\_\_ No

Remarks \_\_\_\_\_

\_\_\_\_\_

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

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

Department \_\_\_\_\_

By \_\_\_\_\_

Name and Title

Date