

# Application For Employment

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**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.**

Date:		Referred By:		
Last Name		First Name	Middle Name	
Present Address	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Permanent Address	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Telephone Number(s)		Social Security Number		

## Employment Desired

Position	Date You Can Start:	Salary Desired:
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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?  Yes  No

*Proof of citizenship or immigration status will be required upon employment.*

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

# Education

	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, skills and extra-curricular activities.**

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**Describe any job-related training received in the United States military.**

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## 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		<b><u>Dates Employed</u></b>		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		<b><u>Hourly Rate/Salary</u></b>		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
2. Employer		<b><u>Dates Employed</u></b>		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		<b><u>Hourly Rate/Salary</u></b>		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
3. Employer		<b><u>Dates Employed</u></b>		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		<b><u>Hourly Rate/Salary</u></b>		
		Starting	Final	
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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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"/> PC	<input type="checkbox"/> Word	Production/Mobile	
<input type="checkbox"/> Calculator	<input type="checkbox"/> Excel	Machinery (list):	Other (list):
<input type="checkbox"/> Fax	<input type="checkbox"/> Access	_____	_____
<input type="checkbox"/> Copier	<input type="checkbox"/> Web Design	_____	_____

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

**References**

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

\_\_\_\_\_  
(Address)

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

\_\_\_\_\_  
(Address)

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

\_\_\_\_\_  
(Address)

**Authorization:**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving up prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.**

If employed, I also agree to submit to a medical examination or drug test deemed appropriate by the Company and as permitted by law. I consent to such examination and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filing out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

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