



# APPLICATION FOR EMPLOYMENT

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

(PLEASE PRINT)

Position(s) Applied For: \_\_\_\_\_ Date of Application:

How Did You Learn About Us?

- Advertisement
- Friend
- Inquiry
- Employment Agency
- Relative
- Other

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address *Number Street* \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number (s) \_\_\_\_\_ Social Security Number (voluntary) \_\_\_\_\_

Best time to contact you is:.....

If you are under 18 years of age, can you provide required proof of your eligibility to work?.....

Have you ever filed an Application for Employment with us before?.....

If yes, give date:

Have you ever been employed with us before?.....

If yes, give date:

Do any of your friends or relatives, other than spouse, work here?.....

If Yes, state name and relationship:

Are you currently employed?.....

If Yes, May we contact your current employer?

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

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)

Can you travel if a job requires you to?.....

Have you ever been convicted of a felony? (a criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in questions)

Date available for work:

What is your desired salary?

Work availability: Full Time Please indicate shift(s) 1 2 3

Part Time Please indicate shift(s) Mornings Afternoons Evenings

Temporary Please indicate dates available  to

## EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

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 reasonable accommodations?

**ADDITIONAL INFORMATION**

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military:

**EMPLOYMENT EXPERIENCE**

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

Employer	Dates Employed		Work Performed		
Address	From	To			
Telephone Number(s)	<input type="text"/>	<input type="text"/>			
Starting/Present Job Title	Hourly Rate/Salary				
Supervisor	Starting	Final			
Reason for Leaving			May We Contact?	Yes	No

Employer	Dates Employed		Work Performed		
Address	From	To			
Telephone Number(s)	<input type="text"/>	<input type="text"/>			
Starting/Present Job Title	Hourly Rate/Salary				
Supervisor	Starting	Final			
Reason for Leaving			May We Contact?	Yes	No

Employer	Dates Employed		Work Performed		
Address	From	To			
Telephone Number(s)	<input type="text"/>				
Starting/Present Job Title	Hourly Rate/Salary				
Supervisor	Starting	Final			
Reason for Leaving			May We Contact?	Yes	No

**REFERENCES** Do not include family members or past supervisors.

	Name	Phone Number	Best time to call	Occupation
1.				
2.				
3.				

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in the 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 this 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