



Application for Employment

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # _____ Mobile/Beeper/Other Phone # _____ E-mail Address _____

Position(s) applied for _____ Date of application _____

Referral Source (Please check the appropriate category and name the source.)

- Walk-in School
Employee Job Fair
Advertisement Staffing Agency
Company's Website Government Employment Agency
Other Internet Other

If necessary, best time to call you at home is... _____

Will you travel if job requires it? Yes No

May we contact you at work? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No

If yes, work # and best time to call... _____

Will you work overtime if required? Yes No
If no, please explain _____

Have you submitted an application here before? Yes No

If yes, give date(s) _____

Driver's license # : _____ State _____

Have you ever been employed here before? Yes No

If yes, give dates From To

Have you ever been bonded? Yes No

Are you legally eligible for employment

Answering "Yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

in this country? Yes No

Date available for work _____

What is your desired salary range or hourly rate of pay?

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

\$ _____ Per _____

If yes, please provide date(s) and details _____

Type of employment desired Full-Time Part-Time

Educational Co-op Seasonal Temporary

Will you relocate if job requires it? Yes No

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #		Dates employed _____ to _____
Street Address	City	State	Compensation (Starting) ____ Hourly ____ Salary \$ _____ per _____
Starting Job Title/Final job title			Compensation/Bonus/Other Compensation \$ _____
Immediate Supervisor and title (for most recent position held) May we contact for reference?			Compensation (Final) ____ Hourly ____ Salary \$ _____ per _____
Why did you leave?			Compensation/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities			
What did you like most about your position?			
What were the things you liked least about the position?			

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Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

If not addressed on previous pages, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate lines. Include software titles and years of experience.)

Word Processing _____ Years: _____ Internet _____ Years: _____

Spreadsheet _____ Years: _____ Other _____ Years: _____

Presentation _____ Years: _____ Other _____ Years: _____

E-Mail _____ Years: _____ Other _____ Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	Major/Minor
_____	_____	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification	_____
_____	_____	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification	_____
_____	_____	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification	_____

References

List name and telephone number of three (3) business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three (3) school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone #	Number of Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization

Offices Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes No Not Applicable

If yes, please explain: _____

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date _____