

# Application for Employment

**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.**

**(Please Print)**

Last Name

First Name

Middle Name

Address Number

Street

City

State

Zip

Telephone Number (s)

Social Security Number

Position(s) Applied For

Date of Application

How did you learn about us?  Advertisement  Friend  Walk-In  Employment Agency  Relative  Other (explain below)

Are you 18 years or older?  Yes  No

If applying for a Management position are you 21 years or older?  Yes  No

Have you ever filed an application with us before? (If yes, give date)  Yes  No

Have you ever been employed with us before? (If yes, give date)  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***

On what date would you be available for work? \_\_\_\_\_

Are you available for 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 the job requires it?  Yes  No

Do you have a valid Driver's License?  Yes  No

Have you ever been convicted of any crime **OTHER THAN** (1) a marijuana-related conviction that occurred more than two years ago; (2) an offense for which you were referred to, and participated in, any pretrial or post-trial diversion program, (3) convictions that have been sealed, expunged or legally eradicated, and (4) misdemeanor convictions for which probation was completed and the case was dismissed?  Yes  No

***Note: An affirmative response to this question will not result in your automatic disqualification for employment.***

If yes, please explain (include date of offense): \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

Name: \_\_\_\_\_

	Name and Address Of School	Course of Study	Highest Grade or Level 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.** *You may exclude any activities that would indicate race, color, religion, gender, national origin, disabilities, sexual orientation or other protected status.*


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


**Specialized Skills**

**Check Skills/Equipment Operated**

<input type="checkbox"/> Fax	<input type="checkbox"/> Typewriter	<input type="checkbox"/> CRT	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> Microsoft Access	Other: _____			

**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 aware of any reason why you cannot perform the job for which you have applied?

Yes     No    Why? \_\_\_\_\_

# Employment Experience

Name: \_\_\_\_\_

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that would indicate race, color, religion, gender, national origin, disabilities, sexual orientation or other protected status.

<b>Employer:</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	<b>From</b>	<b>To</b>	
<b>Address:</b>	<b>Hourly Rate/Salary</b>		
	<b>Start</b>	<b>Final</b>	
<b>Telephone Number(s):</b>			
<b>Job Title:</b>		<b>Supervisor:</b>	
<b>Reason for Leaving:</b>			
<b>Employer:</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	<b>From</b>	<b>To</b>	
<b>Address:</b>	<b>Hourly Rate/Salary</b>		
	<b>Start</b>	<b>Final</b>	
<b>Telephone Number(s):</b>			
<b>Job Title:</b>		<b>Supervisor:</b>	
<b>Reason for Leaving:</b>			
<b>Employer:</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	<b>From</b>	<b>To</b>	
<b>Address:</b>	<b>Hourly Rate/Salary</b>		
	<b>Start</b>	<b>Final</b>	
<b>Telephone Number(s):</b>			
<b>Job Title:</b>		<b>Supervisor:</b>	
<b>Reason for Leaving:</b>			
<b>Employer:</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	<b>From</b>	<b>To</b>	
<b>Address:</b>	<b>Hourly Rate/Salary</b>		
	<b>Start</b>	<b>Final</b>	
<b>Telephone Number(s):</b>			
<b>Job Title:</b>		<b>Supervisor:</b>	
<b>Reason for Leaving:</b>			

\*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 that would reveal gender, race, religion, national origin, age ancestry, disability, sexual orientation or other protected status.


# References

Name: \_\_\_\_\_

(1.) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(2.) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(3.) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. \*

This application for employment shall be considered active for a period of time not to exceed 60 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 an authorized executive of this organization specifically acknowledges such change in writing.

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. Finally, I understand and acknowledge that any employment with the Company will be contingent upon my signing a non-compete, confidentiality and non-solicitation agreement, and the refusal to sign such agreement will be grounds to rescind any employment offer made.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\*NOTE: The Provisions of the Fair Credit Reporting Act will be applicable if a credit report on the applicant is obtained and considered.