

# APPLICATION FOR EMPLOYMENT



We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

**(PLEASE PRINT)**

|                          |  |                        |          |
|--------------------------|--|------------------------|----------|
| Position (s) Applied For |  | Date of Application    |          |
| Last Name                |  | First Name             |          |
|                          |  | Middle Name            |          |
| Address                  |  | City                   | State    |
|                          |  |                        | Zip Code |
| Telephone Number(s)      |  | Social Security Number |          |
|                          |  | ____/____/____         |          |

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 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  
If Yes, state name, relationship and location \_\_\_\_\_

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 currently available to work: \_\_\_\_\_ Full Time  
 \_\_\_\_\_ Part Time (Please indicate Mornings Afternoon Evenings )  
 \_\_\_\_\_ Temporary (Please indicate dates available \_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_)

## EDUCATION

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

## WORK 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<br>From                      To            |  | Work Performed  |
|                            |   |  |   |
| Address                    | (Please circle one)                                       |  |   |
|                            | Part Time<br><br>Full Time                                |  |   |
| Telephone Number(s)        | Hourly Rate/Salary<br>Starting                      Final |  |   |
| Starting/Present Job Title |   |  |   |
| Supervisor                 |   |  |   |
| Reason for Leaving         |   |  | May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                            |   |  |   |
|----------------------------|---|--|---|
| Employer                   | Dates Employed<br>From                      To            |  | Work Performed  |
|                            |   |  |   |
| Address                    | (Please circle one)                                       |  |   |
|                            | Part Time<br><br>Full Time                                |  |   |
| Telephone Number(s)        | Hourly Rate/Salary<br>Starting                      Final |  |   |
| Starting/Present Job Title |   |  |   |
| Supervisor                 |   |  |   |
| Reason for Leaving         |   |  | May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                            |   |  |   |
|----------------------------|---|--|---|
| Employer                   | Dates Employed<br>From                      To            |  | Work Performed  |
|                            |   |  |   |
| Address                    | (Please circle one)                                       |  |   |
|                            | Part Time<br><br>Full Time                                |  |   |
| Telephone Number(s)        | Hourly Rate/Salary<br>Starting                      Final |  |   |
| Starting/Present Job Title |   |  |   |
| Supervisor                 |   |  |   |
| Reason for Leaving         |   |  | May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Comments: Include explanation of any gaps in employment.**

|  |
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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:

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

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

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**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 capable of performing in a reasonable manner, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

YES    NO

**Personal/Professional 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 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 one year. 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.

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

\_\_\_\_\_  
Date