

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 or any other legally protected status

Position(s) Applied For			Date of Application	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Other				
Last Name		First Name		Middle Name
Address		City	State	Zip Code
Telephone Number(s)			Social Security Number	
Best time to contact you is:				
If you are under 18 years of age can you provide required proof of eligibility to work?..... <div style="float: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>				
Have you ever filed an application with us before? <div style="float: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> If Yes, give date				
Are you currently employed? <div style="float: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>				
May we contact your present employer? <div style="float: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>				
Do you now or will you in the future require employer sponsorship for an employment visa? <div style="float: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>				
<i>(In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.)</i>				
Are you legally authorized to work in the United States? <div style="float: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>				
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (mornings / afternoons) <input type="checkbox"/> Temporary				
Do any of you friends or relatives, other than spouse work here?..... <div style="float: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>				
Can you travel if the job requires it? <div style="float: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>				

EDUCATION

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

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Describe any job-related training received in the United States Military

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		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)				
	Job Title	Supervisor			
	Reason for Leaving				

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, Specialized Skills or Equipment Operated

Summarize special job-related skills and qualification acquired from employment or other experience.

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

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, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? ___ Yes ___ No

REFERENCES

1. NAME:	PHONE:
ADDRESS:	
2. NAME:	PHONE:
ADDRESS:	
3. NAME:	PHONE:
ADDRESS:	

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 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 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

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ___ Yes ___ No

Remarks _____

Employed ___ Yes ___ No Date of Employment: _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____

Name and Title

Date