



Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.	
(PLEASE PRINT)	Date of Application
Position Applied For	Salary Desired
How Did you Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Agency <input type="checkbox"/> Walk-in <input type="checkbox"/> Friend/Relative's Name _____	
Last Name	First Name Middle Name
Address	Number
City	State Zip Code
Telephone Number(s)	

- If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
- Have you ever filed an application with us before? Yes No
 If yes give date _____
- Have you ever been employed with us before? Yes No
 If yes give date _____
- 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? _____
- Is your availability for work limited? Yes No
 If Yes, please indicate which hours and days of the week you are unavailable _____
- Are you available to work flexible hours, which could include weekends and/or overtime? Yes No
- Do you plan to engage in other work while in our employ? Yes No
 If yes, please describe work, as well as the hours and days of the week involved: _____
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- Are you currently on "lay-off" status and subject to recall? Yes No
- Do you have your own transportation? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School	High School	Undergraduate College/University	Graduate Professional
School Name and Location				
Diploma/Degree				
Years Completed				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities.				
State any additional information you feel may be helpful to us in considering your application.				

References

<p>Give name, address and telephone number of three work related references</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
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Have you had any job-related training in the United State military?

Yes No

If yes, please describe:

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, handicap or other protected status.

1	Employer		Length of Service	Work Performed
	Address			
	Telephone Number (s)		Hourly Rate/Salary Starting Final	
	Job Title	Supervisor		
	Reason for Leaving			
2	Employer		Length of Service	Work Performed
	Address			
	Telephone Number (s)		Hourly Rate/Salary Starting Final	
	Job Title	Supervisor		
	Reason for Leaving			
3	Employer		Length of Service	Work Performed
	Address			
	Telephone Number (s)		Hourly Rate/Salary Starting Final	
	Job Title	Supervisor		
	Reason for Leaving			
4	Employer		Length of Service	Work Performed
	Address			
	Telephone Number (s)		Hourly Rate/Salary Starting Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

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

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.

Upon consideration for employment in this company, I consent to drug testing and background checks. I understand these tests will not necessarily disqualify me from employment.

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.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee 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.

Signature of Applicant Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer Date

Employed Yes No

Date of Employment _____

Job Title _____ Hourly Rate /Salary _____ Department _____

By _____
Name and Title Date

NOTES

