

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)

Position(s) Applying For	Date of Application
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-in <input type="checkbox"/> Relative <input type="checkbox"/> Other _____	Pay Expected

Explain _____

Last Name		First Name		Middle Initial	
Address	Number	Street	City	State	Zip Code
Telephone Number (Home) () -		Telephone Number (Business) () -		Social Security Number - -	

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? _____

Are you available to work: Full Time Part Time Summer Temporary

Are you currently on "lay off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Can you work overtime if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Education

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

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

OTHER QUALIFICATIONS • Summarize special job-related skills and qualifications acquired from employment or other experiences (Include courses in accounting, sales, finance & management.)

SPECIALIZED SKILLS • Check Skills/Equipment Operated

	Years Training/ Experience		Years Training/ Experience
___ Fax Machine	___	Personal Computer Skills	___
___ Calculator	___	Word Processing	___
___ Typewriter	___	Spreadsheet	___
___ Sales	___		___
___	___		___
___ Cash Handling	___	Other _____	___

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		Hourly Rate/Salary			
		Starting	Final		
Job Title	Supervisor				
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
Address					
Telephone Number		Hourly Rate/Salary			
		Starting	Final		
Job Title	Supervisor				
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
Address					
Telephone Number		Hourly Rate/Salary			
		Starting	Final		
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:

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? A description of the activities involved in such a job or occupation is attached.

____ Yes ____ No

References

1. _____ () _____
(Name) Phone #

(Address)
2. _____ () _____
(Name) Phone #

(Address)
3. _____ () _____
(Name) Phone #

(Address)

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. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

This application for employment shall be considered active for a period of time not to exceed 180 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



Date: _____

Applicant Name: _____

Social Security Number: _____

Date of Birth: _____

I hereby give permission to have my prospective employer conduct a background check on myself for purpose of consideration for employment by this company.

I understand that the results of the background check will be kept strictly confidential and used only for the consideration of employment.

Applicant Signature

Employer Signature

****Please print legibly**