

# 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) Applied For	Date of Application
How did you learn about us? (circle)	
Advertisement	Friend
Employment Agency	Relative
	Walk-In
	Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
		Zip Code
Telephone	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

Have you ever been employed with us before?

If Yes, give date \_\_\_\_\_

YES NO

Are you currently employed?

If Yes, give date \_\_\_\_\_

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 to work?

Are you available to work: (circle) Full Time Part Time Shift Work Temporary

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

No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony?

Yes No

Conviction will not necessarily disqualify an applicant from employment

If Yes, Please explain

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Application for Employment

## Education

	Name and Address of School	Course Of Study	Years 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.

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

# Application for Employment

## 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.

Employer		Dates Employed		Work Performed
		From / To		
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting / Final		
Job Title	Supervisor			
Reason for leaving				

Employer		Dates Employed		Work Performed
		From / To		
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting / Final		
Job Title	Supervisor			
Reason for leaving				

Employer		Dates Employed		Work Performed
		From / To		
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting / Final		
Job Title	Supervisor			
Reason for leaving				

Employer		Dates Employed		Work Performed
		From / To		
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.

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.


WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Application for Employment

## 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.

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 \_\_\_\_\_

\_\_\_\_\_  
Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Employed      Yes      No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Application for Employment

## Other Qualifications

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

---

---

---

## Specialized Skills

## Check Skills/Equipment Operated

<input type="checkbox"/> Copter	<input type="checkbox"/> Fax	Production/Mobile Machinery (List):	Other (List):
<input type="checkbox"/> Pc	<input type="checkbox"/> Excel	<hr/>	<hr/>
<input type="checkbox"/> Calculator	<input type="checkbox"/> Quicken	<hr/>	<hr/>
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Word	<hr/>	<hr/>

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	
4) Name	Phone #
Address	

# Application for Employment

## FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For is Open    ☐ Yes    ☐ No

Position(s) Considered For: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Notes: