



Application for Employment

EQUAL OPPORTUNITY EMPLOYER

Position(s) Applied For _____ Date _____

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.

Personal Information			
Last Name	First Name	Middle Name	
Address / City		State	Zip
Telephone Home	Office	Mobile	
E-Mail Address		S-S-N	

Please answer the following questions:			
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 are you available for work?			
Are you available to work: __ Full Time __ Part Time __ Shift Work __ Temporary __ Over Time			
Are you currently in "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 within the last seven (7) years?	Yes	No	
CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT			
If Yes, please explain			
Do any of your friends or relatives work here?	Yes	No	
Have you ever had any job-related training in the U.S. Military?	Yes	No	
If yes, please describe			
Are you physically or otherwise unable to perform the duties of the job for which you are applying?	Yes	No	
Expected Salary \$			

Education	Elementary School	High School	Undergraduate/ College/University	Graduate Professional
School Name				
Location				
Years Completed				
Diploma / Degree				
Course of Study				

References

Give name, address and telephone of three references who are not related to you and who are not previous employers

1)

2)

3)

4)

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.

Company Name	Telephone	
Address	Employed From	To
Name of Supervisor	Starting Pay/Salary	
Job Title	Ending Pay/Salary	
Describe Your Work	Reason for Leaving	

2.

Company Name	Telephone	
Address	Employed From	To
Name of Supervisor	Starting Pay/Salary	
Job Title	Ending Pay/Salary	
Describe Your Work	Reason for Leaving	

3.

Company Name	Telephone	
Address	Employed From	To
Name of Supervisor	Starting Pay/Salary	
Job Title	Ending Pay/Salary	
Describe Your Work	Reason for Leaving	

4.

Company Name	Telephone	
Address	Employed From	To
Name of Supervisor	Starting Pay/Salary	
Job Title	Ending Pay/Salary	
Describe Your Work	Reason for Leaving	

5.

Company Name	Telephone	
Address	Employed From	To
Name of Supervisor	Starting Pay/Salary	
Job Title	Ending Pay/Salary	
Describe Your Work	Reason for Leaving	

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience. Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Honors and Awards

Additional Information

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

Memberships in Professional or Civic Organizations

List professional, trade, business or civil activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status.

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, including, but not limited to, contacting prior employers, schools and obtaining your personal credit report.

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 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.

Signature of Applicant

Date

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