

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?

Advertisement

Friend

Walk-In

Employment Agency

Relative

Other

Do you have a current drivers license?

Yes

No

Last Name

First Name

Middle Name

Address

Street

City

State

Zip Code

Telephone Number(s)

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

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 for work?

Full Time

Part Time

Shift Work

Temporary

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

Yes No

Can you travel if job requires it?

Yes No

Have you ever been convicted of a felony or domestic violence?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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 language you can speak, read and or write

| | Fluent | Good | Fair |
|-------|--------|------|------|
| Speak | | | |
| Read | | | |
| Write | | | |

Describe any special training apprenticeship skills and extra-curricular activities

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

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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.

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|-----------------------------|-------------------|---------------------------|-------------------------|
| {1} Employer | | Date Employed | Work Performed |
| Address | | From - To | |
| Telephone Numbers{S} | | | |
| Job Title | Supervisor | Hourly Rate/Salary | |
| | | Starting - Final | |
| Reason for Leaving | | | |
| {2} Employer | | Date Employed | Work Performed |
| Address | | From - To | |
| Telephone Number{s} | | | |
| Job Title | Supervisor | Hourly Rate/Salary | |
| | | Start - Final | |
| Reason for Leaving | | | |
| {3} Employer | | Date Employed | Worked Performed |
| Address | | From -To | |
| Telephone Number{s} | | | |
| Job Title | Supervisor | Hourly Rate/Salary | |
| | | Start - Final | |
| Reason For Leaving | | | |
| {4} Employer | | Date Employed | Worked Performed |
| Address | | From - To | |
| Telephone Number{s} | | | |
| Job Title | Supervisor | Hourly Rate/Salary | |
| | | Start - Final | |
| 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.

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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 require 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 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 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 Interviewer _____ Date _____
Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By Name and Title Date

NOTES

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Additional Information

Other Qualifications

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

Specialized Skills

Circle equipment/software operated

List all production or mobile machinery

PC

Fax

Calculator

Typewriter

Wordperfect

Microsoft Office

Other Software:

State any additional information or qualifications not addressed in any area in the above 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

Address

Phone #

2

Name

Address

Phone #

3

Name

Address

Phone #

Position(s) Applied for is Open: Yes No

Position(s) Considered For:

Date

Notes: