

# 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)

Position(s) Applied 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"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____												
<table border="1"> <tr> <td>Last Name</td> <td>First Name</td> <td>Middle Name</td> </tr> <tr> <td>Address</td> <td>Number</td> <td>Street</td> </tr> <tr> <td colspan="2">City</td> <td>State</td> </tr> <tr> <td colspan="2">Zip Code</td> <td></td> </tr> </table>			Last Name	First Name	Middle Name	Address	Number	Street	City		State	Zip Code		
Last Name	First Name	Middle Name												
Address	Number	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

Have you ever been employed with us before?

If Yes, give date

☐ Yes ☐ No

Are you currently employed?

May we contact your present employer?

If Yes, give date

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?

☐ Yes ☐ No

Are you available to work

☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

☐ Yes ☐ No

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

Can you travel 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

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
School Name & Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received.																	
State any additional information you feel may be helpful for us in considering your application.																	
Indicate any foreign languages you can speak, read and/or write																	
SPEAK																	
READ																	
WRITE																	

List professional, trade, business or civic activities and offices held.

*You should exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*

## References

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

1.

2.

3.

Have you ever had any job-related training in the United States military? ☐ Yes ☐ No

Are you physically or otherwise unable to perform the duties of the job for which you are applying? ☐ Yes ☐ No

## 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. I understand that a CORI check may be required for some positions and, if directed to, will complete and submit a CORI request form with this application.

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 \_\_\_\_\_

[illegible]

Department

By \_\_\_\_\_

Name and Title	Date
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## NOTES

# 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	Dates Employed	Work Performed
		From	To
	Address		
	Telephone Number(s)	Starting	Final
	Job Title	Supervisor	
	Reason for Leaving		
2.	Employer	Dates Employed	Work Performed
		From	To
	Address		
	Telephone Number(s)	Starting	Final
	Job Title	Supervisor	
	Reason for Leaving		
3.	Employer	Dates Employed	Work Performed
		From	To
	Address		
	Telephone Number(s)	Starting	Final
	Job Title	Supervisor	
	Reason for Leaving		
4.	Employer	Dates Employed	Work Performed
		From	To
	Address		
	Telephone Number(s)	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.