

APPLICATION FOR EMPLOYMENT

NOTICE TO APPLICANTS & EMPLOYEES

Screening tests for alcohol and illegal drug use may be required before hiring and during your employment here.

Equal Opportunity Employer

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative to the Human Resources Department.

Position(s) applied for _____ Date of Application ____/____/____

Name _____ Social Security # _____ - _____ - _____

Address _____

Street City State Zip Code

Telephone # (____) _____ Cell # (____) _____ E-mail _____

Referral Source (How did you hear about us?) _____

If you are under 18, and it is required, can you furnish a work permit? ☐ Yes ☐ No

If no, please explain _____

Have you ever been employed here before? If yes, please give dates and positions ☐ Yes ☐ No

If yes, please give dates and positions _____

Are you legally eligible to work in this country? ☐ Yes ☐ No Date available for work ____/____/____

What is your desired salary? \$ _____

Type of employment desired ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal ☐ Educational Co-Op

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

☐ Yes ☐ No ☐ Need more information about the job's "essential functions" to respond

Driver's license number if driving may be required in position for which you are applying _____ State _____

Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.

Have you ever pled "guilty" or "no Contest" to, or been convicted of a crime? ☐ Yes ☐ No

If yes, please provide date(s) and details _____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Dates employed: Month: Year: to Month: Year:
Address		Beginning <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Starting Job Title	Final Job Title	Commission/Bonus/Other \$
Immediate Supervisor & title (for most recent position held)	May we Contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Why did you leave		Final <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
What type of work did you perform?		Commission/Bonus/Other \$

Employer	Telephone #	Dates employed: Month: Year: to Month: Year:
Address		Beginning <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Starting Job Title	Final Job Title	Commission/Bonus/Other \$
Immediate Supervisor & title (for most recent position held)	May we Contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Why did you leave		Final <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
What type of work did you perform?		Commission/Bonus/Other \$

Employer	Telephone #	Dates employed: Month: Year: to Month: Year:
Address		Beginning <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Starting Job Title	Final Job Title	Commission/Bonus/Other \$
Immediate Supervisor & title (for most recent position held)	May we Contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Why did you leave		Final <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
What type of work did you perform?		Commission/Bonus/Other \$

SKILLS & QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

COMPUTER SKILLS (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing Years: _____	<input type="checkbox"/> E-mail Years: _____	<input type="checkbox"/> Spreadsheet Years: _____
<input type="checkbox"/> Internet Years: _____	<input type="checkbox"/> Presentation Years: _____	<input type="checkbox"/> Other Years: _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

REFERENCES

List name & telephone number of three business/works references who are not related to you and are not previous supervisors.

If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to you	Telephone #	Years known
			()	
			()	
			()	

APPLICANT STATEMENT

- I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.
- I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.
- I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from such information about me.
- I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.
- If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid until they are in writing and signed by the employer's president.
- I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____