

## Application for Employment

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legal protected status.

Positions Applied For	Date	
How did you learn about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	Other _____

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Number(s)	Social Security Number (optional)				

Best Time To Contact You at Home Is ..... Yes  No

If under 18, can you provide required proof of your work eligibility? ..... Yes  No

Have you ever filed an application with us before? ..... Yes  No

    If so, when? \_\_\_\_\_

Have you ever been employed with us before? ..... Yes  No

    If so, when? \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? ..... Yes  No

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?  
*Proof of citizenship or immigration status will be required upon employment.* ..... Yes  No

Date Available for work \_\_\_\_\_ Desired Salary Range? \_\_\_\_\_

Are you Available to work :       Full-Time     1<sup>st</sup> Shift     2<sup>nd</sup> Shift     3<sup>rd</sup> Shift  
    Part-Time     AM.          Aft.          PM.  
    Temporary     Date Range: \_\_\_\_\_ TO \_\_\_\_\_

Are you currently on layoff 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

*A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.*

## *Education*

	<i>Name of Address and School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma/Degree Earned</i>
<i>Elementary School</i>				
<i>High School</i>				
<i>Undergraduate College</i>				
<i>Graduate Professional</i>				
<i>Other (specify)</i>				

*DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS AND EXTRA CURRICULAR ACTIVITIES*

Describe any Job Related Training Received in the United States Military

## 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 and other protected status

<b>Employer</b>	<i>Dates Employed</i>		<b>Work Performed</b>
	<i>From</i>	<i>To</i>	
Address			
Telephone Numbers	<i>Hourly Rate/Salary</i>		
Reason for Leaving	<i>Starting</i>	<i>Final</i>	
<b>Employer</b>	<i>Dates Employed</i>		<b>Work Performed</b>
	<i>From</i>	<i>To</i>	
Address			
Telephone Numbers	<i>Hourly Rate/Salary</i>		
Reason for Leaving	<i>Starting</i>	<i>Final</i>	
<b>Employer</b>	<i>Dates Employed</i>		<b>Work Performed</b>
	<i>From</i>	<i>To</i>	
Address			
Telephone Numbers	<i>Hourly Rate/Salary</i>		
Reason for Leaving	<i>Starting</i>	<i>Final</i>	
<b>Employer</b>	<i>Dates Employed</i>		<b>Work Performed</b>
	<i>From</i>	<i>To</i>	
Address			
Telephone Numbers	<i>Hourly Rate/Salary</i>		
Reason for Leaving	<i>Starting</i>	<i>Final</i>	

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:*

---

## *Additional Information*

### Other Qualifications

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

### Specialized Skills

*(Check Skills/Equipment Operated)*

*Terminal*

*Spreadsheet*

*Production Mobile Machinery(list)*

*Other (list)*

*PC/Mac*

*Word Processing*

*Typewriter*

*Shorthand*

*WPM*

*WPM*

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.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? Yes  No

## References

1.	( )
(NAME)	(PHONE)
(ADDRESS)	
2.	( )
(NAME)	(PHONE)
(ADDRESS)	
3.	( )
(NAME)	(PHONE)
(ADDRESS)	
4.	( )
(NAME)	(PHONE)
(ADDRESS)	
5.	( )
(NAME)	(PHONE)
(ADDRESS)	
6.	( )
(NAME)	(PHONE)
(ADDRESS)	

## *Applicants Statements*

---

I certify that answers given herin are true and complete.

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 herby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is 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.

---

Signature

---

Date

