

# Application for Employment

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a disability which would not prevent the performance of essential job functions with or without reasonable accommodations. We are an equal opportunity employer.

Please **PRINT** or write legibly.

## General Information

Full Legal Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How did you learn about us?  indeed  Friend/Relative  
 Facebook  Other \_\_\_\_\_



## Employment Eligibility

What is your availability?  Full Time  Days  Permanent  
 Part Time  Nights  Temporary

One what date are you available to start work? \_\_\_\_\_

Proof of citizenship or immigration status will be required upon employment. Are you prevented from lawfully becoming employed in this country because of visa or immigration status?  Yes  No

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, explain. Conviction will not necessarily disqualify an applicant from employment. \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

Are you able to perform the duties of the position for which you are applying:  Yes  No

Can you travel in the position requires it?  Yes  No

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Have you filed an application with us before?  Yes  No If yes, when: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If yes, when: \_\_\_\_\_

**Employment Experience**

*Start with your present or last job. Include any job related military service assignments and volunteer activities.*

Employer: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reasons For Leaving: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Work Performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reasons For Leaving: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Work Performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reasons For Leaving: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Work Performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills and Qualifications**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education**

*You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status*

High School: \_\_\_\_\_ Last Grade Completed: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Undergraduate University: \_\_\_\_\_ Degree(s): \_\_\_\_\_

Complete Address: \_\_\_\_\_

Graduate or Professional School: \_\_\_\_\_ Degree(s): \_\_\_\_\_

Complete Address: \_\_\_\_\_

Sours of Study: \_\_\_\_\_

Honors: \_\_\_\_\_

Apprenticeships, skills and/or activities: \_\_\_\_\_

Foreign Languages:

- |          |                               |                                |                                 |                               |                               |
|----------|-------------------------------|--------------------------------|---------------------------------|-------------------------------|-------------------------------|
| 1. _____ | <input type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Fluent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair |
| 2. _____ | <input type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Fluent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair |
| 3. _____ | <input type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Fluent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair |

Professional, business, trade or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.

\_\_\_\_\_  
\_\_\_\_\_

Have you had any job-related training in the U.S. Military?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

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*Please provide three references that are not related to you and are not previous employers.*

**Name:** \_\_\_\_\_ Length of time known: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Name:** \_\_\_\_\_ Length of time known: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Name:** \_\_\_\_\_ Length of time known: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Applicant's Statement**

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- 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 60 day. Any applicant wishing to be considered for employment beyond 60 days should inquire as to whether or not such applications are being accepted.
- I hereby understand and acknowledge that 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, oral promise or by the resident of this organization.
- If 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**

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Interview:  Yes  No By: \_\_\_\_\_ Date: \_\_\_\_\_

Employed:  Yes  No By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Rate: \_\_\_\_\_

Other: \_\_\_\_\_

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