

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, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How did you learn about us?			
Advertisement	_____	Friend	_____
Employment Agency	_____	Relative	_____
		Inquiry	_____
		Other	_____
Last Name		First Name	
Middle Name			
Address	Number	Street	City
			State
			Zip
Telephone Number(s)			

Best time to contact you at home is: _____:_____ AM / PM

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? If yes, give date ____/____/____ _____YES _____NO

Have you ever been employed with us before? If yes, give date ____/____/____ _____YES _____NO

Do any of your friends or relatives work here? _____YES _____NO

If Yes, state name, relationship, and location _____

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 ____/____/____ What is your desired salary range? _____

Are you available to work: Full Time _____ (Please indicate 1 2 3 shift)
Part Time _____ (Please indicate Mornings Afternoons Evenings)
Temporary _____ (Please indicate dates available ____/____ - ____/____)

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

Can you travel if a job requires it? _____YES _____NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION				
School	Name and Address of School	Course of Study	No. of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other Specify				

WORK 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.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
			May we Contact? ____ Yes ____ No

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
			May we Contact? ____ Yes ____ No

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Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
			May we Contact? ____ Yes ____ No

COMMENTS: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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

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 and other experience.

Specialized Skills (Skills/Equipment Operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> 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.

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 review of the activities involved in such a job or occupation has been given. YES NO

Personal/Professional References

Do not include family members or past supervisors

Name	Phone Number	Best time to call	Occupation

Applicant's Statement

I certify that answers given herein 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 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 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