

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 legally protected status.

Position applied for: _____ Date of application: _____

How did you learn about us? Advertisement Employment Agency Relative
 Friend Inquiry Other _____

Full Name (print): _____

Address: _____

Number Street City State Zip Code
Cell phone number: (____) _____ Work phone number: (____) _____

Home phone number: (____) _____ Can we call you at work? Yes No

Email address: _____

Best time to contact you is: ____ : ____ am/pm

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

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

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

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: ___/___/_____ What is your desired salary range? _____

Are you available to work... Full-Time Part-Time (please indicate Mornings Afternoons Evenings)

Temporary (please indicated 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

Education

	Name of School	Years Completed	Field of Study	Degree
High School				
Undergraduate Studies				
Graduate Studies				
Business/ Technical				
Other (Specify)				

Professional licenses, certifications or registrations: _____

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

Types of computers, software, and other office equipment you are qualified to operate:

Other applicable machinery or equipment you are qualified to operate, please describe and list hours operated:

Employment History

Start with your present or most recent job. (Copy this page for more history if necessary)

Dates Employed: From: _____ To: _____

Employer: _____

Job Title: _____

Immediate Supervisor: _____

Full Time Part Time

Phone number: (_____) _____

Address: _____

Starting Salary: _____ Last Salary: _____

Specific Duties: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Employer: _____

Job Title: _____

Immediate Supervisor: _____

Full Time Part Time

Phone number: (_____) _____

Address: _____

Starting Salary: _____ Last Salary: _____

Specific Duties: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Employer: _____

Job Title: _____

Immediate Supervisor: _____

Full Time Part Time

Phone number: (_____) _____

Address: _____

Starting Salary: _____ Last Salary: _____

Specific Duties: _____

Reason for Leaving: _____

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

State any additional information you feel may be helpful to us in considering your application:

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? (Do not answer this question unless you have been informed about the requirements of the job for which you are applying.)

Yes No

If no, explain _____

References

List two character references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation

Applicant's Statement

I certify that the 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 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 this 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