

# 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?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
<input type="checkbox"/> Inquiry	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____	

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

Church Membership: \_\_\_\_\_

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? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an application with us before? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, give date _____
Have you ever been employed with us before? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, give date _____
Do any of your friends or relatives, other than spouse, work here? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status <i>Proof of citizenship or immigration status will be required upon employment</i> . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Date available for work ____/____/____ What is your desired salary range? _____
Are you available to work <input type="checkbox"/> Full-Time (please indicate 1 2 3 shift)
<input type="checkbox"/> Part-Time (please indicate Mornings Afternoon Evenings)
<input type="checkbox"/> Temporary (please indicate dates available __/__/__ - __/__/__)
Are you currently on "lay-off" status and subject to recall? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if a job requires it? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

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

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

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

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# 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 or other protected status.

<b>1.)</b> Employer	<u>      </u> From	<u>      </u> To	Work Performed
Address			
Telephone Number(s)	<u>      </u> Starting	<u>      </u> Final	
Job Title	Supervisor		
Reason for Leaving			
<b>2.)</b> Employer	<u>      </u> From	<u>      </u> To	Work Performed
Address			
Telephone Number(s)	<u>      </u> Starting	<u>      </u> Final	
Job Title	Supervisor		
Reason for Leaving			
<b>3.)</b> Employer	<u>      </u> From	<u>      </u> To	Work Performed
Address			
Telephone Number(s)	<u>      </u> Starting	<u>      </u> Final	
Job Title	Supervisor		
Reason for Leaving			
<b>4.)</b> Employer	<u>      </u> From	<u>      </u> To	Work Performed
Address			
Telephone Number(s)	<u>      </u> Starting	<u>      </u> Final	
Job Title	Supervisor		
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

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:

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# Additional Information

## **Other Qualifications**

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

## **Specialized Skills (Check Skills/Equipment Operated)**

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> 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

## **References**

1. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Name) (Phone #)  
\_\_\_\_\_  
(Address)
2. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Name) (Phone #)  
\_\_\_\_\_  
(Address)
3. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Name) (Phone #)  
\_\_\_\_\_  
(Address)

## **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 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 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 Employed 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

### **FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Interviewer Date

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
Name and Title Date

### **FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is Open:  Yes  No

Position(s) Considered For: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_