



Application For Employment

We Are An Equal Opportunity Employer

Please Answer All Questions

NOTICE: Applicant should read the following information carefully before filling out any of the questions on this form. We are an equal opportunity employer and fully subscribe to the principles of equal opportunity. It is our policy to seek the best qualified personnel in all positions without regard to race, color, religion, age, sex, disability, national origin or any other basis made unlawful by either state or federal law. It is our policy to comply with all federal and state employment statutes. Information requested on this application will not be used for any purpose prohibited by law.

Name: LAST FIRST MIDDLE Social Security Number

Present Address: City State Zip Code

() How long have you lived at this address? _____

Phone _____

Are you 18 years old or older? Yes No If not, state date of birth: _____

Have you ever applied here before? Yes No If yes, when? _____

Previously employed here? Yes No If yes, when? _____

Present employer: _____ May we contact them? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status is required upon hire. Yes No

On what date would you be available for work? _____

Position applied for: _____

Position Availability: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to work recall? Yes No

Have you ever been convicted of a felony within the last 7 years? Yes No

If yes, please explain: _____

(Conviction will not necessarily disqualify an applicant from employment.)

List any job duties you would be unable to perform: _____

In case of emergency notify:

Name & Relationship

(Area Code) Phone Number

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.

1	Employer:	Employed		Duties Performed
		From	To	
	Address:			
	Phone Number:	Hour Rate/Salary		
	Job Title:	Starting	Final	
	Reason for Leaving:			
2	Employer:	Employed		Duties Performed
		From	To	
	Address:			
	Phone Number:	Hour Rate/Salary		
	Job Title:	Starting	Final	
	Reason for Leaving:			
3	Employer:	Employed		Duties Performed
		From	To	
	Address:			
	Phone Number:	Hour Rate/Salary		
	Job Title:	Starting	Final	
	Reason for Leaving:			
4	Employer:	Employed		Duties Performed
		From	To	
	Address:			
	Phone Number:	Hour Rate/Salary		
	Job Title:	Starting	Final	
	Reason for Leaving:			

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:

Education

	Name & Address Of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Additional Information

Other Qualifications

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

References

1	_____	()
	Name Relationship	(Area Code) Phone Number
2	_____	()
	Name Relationship	(Area Code) Phone Number
3	_____	()
	Name Relationship	(Area Code) Phone Number
4	_____	()
	Name Relationship	(Area Code) Phone Number

Applicant's Statement

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 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 the 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. I further understand that any offer of employment is conditional upon passing a pre-employment independently administered alcohol/drug screening

Signature of Applicant

For Office Use Only

Arrange Interview Yes No

Remarks _____

Hired Yes No Date Hired _____

Job Title _____ Salary/Wage _____

Department _____

By _____
Name & Title Date

Interviewer Notes
