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, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For | Date of Application

How Did You Learn About Us?
_____ Advertisement _____ Friend _____ Walk-in
_____ Employment Agency _____ Relative _____ Other _____

Last Name | First Name | Middle Name

Address Number Street City State Zip Code

Telephone Number(s) | Social Security Number

If you are under 18 years of age, can you provide proof of your 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 _____

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? _____Yes _____No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: _____Full Time _____Part Time _____Seasonal

Are you currently on "lay-off"status and subject to recall? _____Yes _____No

Can you travel if a job requires it? _____Yes _____No
Do you have a valid Driver's License? _____Yes _____No
Have you been convicted of a felony within the last 7 years? _____Yes _____No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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 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

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 of other protected status:

ADDITIONAL INFORMATION

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

SPECIALIZED SKILLS (Skills/Equipment operated)

State any additional information relating to the position applying for, that you feel may be helpful to us in considering your application. For Example: Computers, bookkeeping, heavy equipment, mowing equipment, lifeguard training.

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
1.			
2.			
3.			

EDUCATION

School	Name & Address of School	Course of Study	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
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

Comments: Include explanation of any gaps in employment.
