

Application for Employment

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Personal Information	
Name	
Address	
Telephone (home)	
Telephone (cell)	
E-mail Address	
Position Applied for	
Date of Application	

Referral Source (Please check the appropriate category and list the source.)	
<input type="checkbox"/> Walk-in	<input type="checkbox"/> School
<input type="checkbox"/> Employee	<input type="checkbox"/> Job Fair
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Staffing Agency
<input type="checkbox"/> Company Website	<input type="checkbox"/> Government Employment Agency
<input type="checkbox"/> Other Internet	<input type="checkbox"/> Other

Employment History

*If necessary, the best time to call is... _____

AM PM and call me on my Cellular Phone

Home Phone

*May we contact you at work?... Yes No

*If yes, work number and best time to call:

_____ AM PM

*If no, please explain: _____

*Have you applied here before? Yes No

*If yes, give date(s) and position(s):

*Have you been employed here before? Yes No

If yes, give dates: From _____ To _____

*Is this application a request for reemployment following an extended military leave of absence from this company... Yes No

*Are you legally eligible for employment in this country?... Yes No

*Date available for work? _____

*What is your desired salary range or hourly rate of pay?

\$ _____ per _____

*Type of employment desired? Full-Time

Part-Time Temporary Seasonal

Education/Co-op

*Will you relocate if job requires it?... Yes No

*Will you travel if job requires it?... Yes No

*If they have been explained to you, are you able to meet the attendance requirements of the position?... N/A Yes No

N/A Yes No

*Will you work overtime if required? Yes No

Educational Background

Starting with your most recent school attended, provide the following information.

School (include city & state)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other <input type="checkbox"/> GED		
		<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other <input type="checkbox"/> GED		
		<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other <input type="checkbox"/> GED		
		<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other <input type="checkbox"/> GED		

References

List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Email	# of Years Known

Social Security Number

SS# _____

We will use this information only for employment purposes and make reasonable efforts to maintain the privacy of information.

Employment History

Starting with the most recent employer, provide the following information.

Employer	
Telephone #	
Street Address	
City	
State	
Starting job title/final job title	
Immediate supervisor and title (for most recent position held)	
Why did you leave?	
Date of employment (starting)	
Date of employment (ending)	
Compensation (starting)	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____ Commission/Bonuses/Other Compensation: \$ _____
Compensation (ending)	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____ Commission/Bonuses/Other Compensations: \$ _____
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Email: _____
Why did you leave?	
Summarize the type of work performed and job responsibilities.	
What did you like most about your position?	
What were things you liked least about the position?	

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Street Address	
City	
State	
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May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Email: _____
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May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Email: _____
Why did you leave?	
Summarize the type of work performed and job responsibilities.	
What did you like most about your position?	
What were things you liked least about the position?	

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?
 Exclude membership that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard, or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.
 Exclude membership that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard, or any other similarly protected status.

 In your current or prior job, have you ever written instructions or directions to be followed by employees or customers? Yes No Not Applicable
 If yes please explain:

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired. I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, nation origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's services, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT
I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date _____