

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, 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)		

If you are under 18 years of age, can you provide required 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 _____ Temporary _____

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

Yes _____ No _____

Can you travel if a job requires it?

Yes _____ No _____

We are An Equal Opportunity Employer

Education

	Elementary School	High School	Undergraduate College/University	Graduate / Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

Indicate any foreign languages you can speak, read and / or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

<p>List professional, trade, business or civic activities and offices held. <i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.</i></p>

References

<p>Give name, address, and telephone number of three references who are not related to you and are not previous employers.</p>
1
2
3

Have you ever had any job-related training in the United States military? Yes _____ No _____

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes _____ No _____

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, handicap or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

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

Special Skills and Qualifications

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

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 acknowledge that any employment relationship with this Company 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 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 the Company.

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 _____

Dep't _____ By _____ Name & Title _____ Date

Notes _____
