

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

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>
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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.

<b>Employer</b>		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor			
Reason for Leaving				
<b>Employer</b>		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor			
Reason for Leaving				
<b>Employer</b>		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor			
Reason for Leaving				
<b>Employer</b>		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
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.

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