

Application For Employment

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status.

(PLEASE PRINT)

Position 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	Street	City
		State
		Zip Code
Telephone Number Where You Can Be Reached		Social Security Number

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 eligible to work in the United States? Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

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

Can you travel is the job requires it? Yes No

Have you ever been convicted of a crime in the last 7 years? Yes No

*If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.

If yes, please explain _____

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate College				
Other (specify)				

Indicate any foreign languages you can speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship skills, or extracurricular activities

Describe any job related training received in the United States military

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.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone				
Job Title	Supervisor	Hourly Rate/Salary		
Reason for Leaving		Starting	Ending	

Employer		Dates Employed		Work Performed
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Employer		Dates Employed		Work Performed
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Address				
Telephone				
Job Title	Supervisor	Hourly Rate/Salary		
Reason for Leaving		Starting	Ending	

List professional, trade, or civic activities and offices held. Use additional paper if needed.

Additional Information

Other Qualifications

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

Specialized Skills

Check Skills/Equipment Operated

_____ CRT

_____ Fax

_____ Power Point

_____ PC

_____ Lotus 1-2-3

_____ Calculator

_____ Excel

_____ Typewriter

_____ Word

_____ Other (specify)

State any additional information you feel may be helpful to us in considering your application.

References

1. _____
(Name) (Phone)

(Address)

2. _____
(Name) (Phone)

(Address)

3. _____
(Name) (Phone)

(Address)

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open Yes No

Position(s) Considered For: _____

Date _____

Arrange Interview Yes No Interviewer _____
Date _____

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____

Department _____

By _____
(Name and Title) Date

NOTES:

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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