

## Application for Employment

**Qualified applicants are considered for employment without regard to race, color, creed, ancestry, sex, marital status, national origin, pregnancy, sexual orientation, age, physical or mental disability, religious affiliation, veteran status or status with regard to public assistance.**

Referral Source  Advertisement  Employee  Walk-In  
 Web Site: \_\_\_\_\_  Other \_\_\_\_\_  
Name of source (if applicable) \_\_\_\_\_

### Contact Information

Name (first, middle, last) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ Street \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Other Phone # (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

If necessary, best time to call you is ..... : \_\_\_\_\_ AM  
PM

Have you submitted an application here before? .....  Yes  No

If yes, give date(s) and positions(s) \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you ever been employed here before? .....  Yes  No

If yes, give dates ..... From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

### Work Desired

Position(s) applied for: \_\_\_\_\_

Date available for work..... \_\_\_\_/\_\_\_\_/\_\_\_\_ ..... What is your desired salary? \_\_\_\_\_ \$

Type of employment desired  Full-time  Part-time  Temporary  Seasonal

Are you able to meet the attendance requirements of the position? .....  Yes  No

Will you work overtime if required? .....  Yes  No

If no, please explain \_\_\_\_\_

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

## Educational Background

List last three (3) schools attended, starting with most recent.

School	Number of years completed	Degree / Diploma	GPA	Major	Minor

## Special Training

Special training, licenses and/or certificates: \_\_\_\_\_

---

---

---

---

## Additional Information

List any additional information you would like us to consider: \_\_\_\_\_

---

---

---

---

---

---

## Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent

EMPLOYER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 \_\_\_\_\_ )  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 STARTING JOB TITLE / FINAL JOB TITLE \_\_\_\_\_  
 \_\_\_\_\_  
 IMMEDIATE SUPERVISOR AND TITLE \_\_\_\_\_  
 \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 \_\_\_\_\_  
 MAY WE CONTACT FOR REFERENCE? YES \_\_\_\_\_ NO \_\_\_\_\_ LATER \_\_\_\_\_

DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB DUTIES
FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
\$	PER	

EMPLOYER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 \_\_\_\_\_ )  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 STARTING JOB TITLE / FINAL JOB TITLE \_\_\_\_\_  
 \_\_\_\_\_  
 IMMEDIATE SUPERVISOR AND TITLE \_\_\_\_\_  
 \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 \_\_\_\_\_  
 MAY WE CONTACT FOR REFERENCE? YES \_\_\_\_\_ NO \_\_\_\_\_ LATER \_\_\_\_\_

DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB DUTIES
FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
\$	PER	

DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB DUTIES
FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		

EMPLOYER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 \_\_\_\_\_  
 ) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 STARTING JOB TITLE / FINAL JOB TITLE \_\_\_\_\_  
 \_\_\_\_\_  
 IMMEDIATE SUPERVISOR AND TITLE \_\_\_\_\_  
 \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 \_\_\_\_\_  
 MAY WE CONTACT FOR REFERENCE? YES \_\_\_\_\_ NO \_\_\_\_\_ LATER \_\_\_\_\_

\$	PER	
----	-----	--

EMPLOYER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 \_\_\_\_\_  
 ) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 STARTING JOB TITLE / FINAL JOB TITLE \_\_\_\_\_  
 \_\_\_\_\_  
 IMMEDIATE SUPERVISOR AND TITLE \_\_\_\_\_  
 \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 \_\_\_\_\_  
 MAY WE CONTACT FOR REFERENCE? YES \_\_\_\_\_ NO \_\_\_\_\_ LATER \_\_\_\_\_

DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB DUTIES
FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
\$	PER	

**Comments** INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT \_\_\_\_\_

\_\_\_\_\_

**Applicant Statement**

I certify that all information I have provided is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented, will be cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from Employer, whenever it is discovered.

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

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and that Employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute a contract for employment for any specified period or definite duration. I understand that no representative of 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 Employers President.

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

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms as stated above.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_