

# 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:	
Last Name	First Name		Middle Name	
Street Address	City	State	Zip Code	
Telephone Number(s)			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 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  Shift Work  Temporary

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

Yes  No

Can you travel if a job requires it?

Yes  No

Have you been convicted of a felony within the last 7 years?

Yes  No

\*\*\*Conviction will not necessarily disqualify an applicant from employment\*\*\*

If yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

	Elementary School					High School				Undergraduate/ College/University				Graduate/ Professional			
<b>School Name &amp; Location</b>																	
<b>Years Completed</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<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>																	

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

List professional, trade, business or civic activities and offices held>  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:* \_\_\_\_\_  
 \_\_\_\_\_

## References

Give name, address, and telephone number of three references who are not related to you and are not previous employers

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 1		Dates Employed From                      To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting                      Final		Work Performed
Job Title	Supervisor			
Reason for Leaving				
Employer 2		Dates Employed From                      To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting                      Final		Work Performed
Job Title	Supervisor			
Reason for Leaving				
Employer 3		Dates Employed From                      To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting                      Final		Work Performed
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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## **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 \_\_\_\_\_ Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

Name & Title

Date

### **NOTES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISIONS.

## VOLUNTARY SURVEY

*(Please Print)*

Date \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip
Social Security Number		

### Complete only the sections below that have been checked

Current Job		
Check One	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age
Check One of the Following (Ethnic Origin)		
<input type="checkbox"/> White	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian / Alaskan Native
<input type="checkbox"/> Black	<input type="checkbox"/> Other	<input type="checkbox"/> Asian / Pacific Islander
Check if Any of the Following are Applicable		
<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Handicapped Individual