

# EMPLOYMENT APPLICATION

After reading, PLEASE PRINT all information requested. This application will be used solely in connection with your application for employment with this company and for no other purpose without your expressed written permission.

## PERSONAL IDENTIFICATION:

REFERRED BY: \_\_\_\_\_

NAME: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Last First MI

PRESENT ADDRESS: \_\_\_\_\_  
Include Street, City, State & Zip Code

PERMANENT ADDRESS: \_\_\_\_\_  
If different then above / Include Street, City, State & Zip Code

ARE YOU 18 YEARS OF AGE OR OVER?  YES  NO IF NO, DO YOU HAVE WORKING PAPERS?  YES  NO AGE, IF UNDER 18 \_\_\_\_\_

DO YOU PRESENTLY HAVE A SOCIAL SECURITY NUMBER?  YES  NO \_\_\_\_\_

ARE YOU PREVENTED FROM LAWFUL EMPLOYMENT IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?  YES  NO

## EMPLOYMENT SOUGHT:

POSITION APPLIED FOR: \_\_\_\_\_ DATE AVAILABLE TO BEGIN WORK: \_\_\_\_\_

APPLYING FOR:  PART-TIME  FULL-TIME  EITHER NUMBER OF HOURS DESIRED PER WEEK IF PART TIME: \_\_\_\_\_

DAYS AND HOURS AVAILABLE FOR WORK: \_\_\_\_\_

DO YOU KNOW OF ANY RESTRICTIONS, PERSONAL OR OTHERWISE, WHICH WOULD RESTRICT THE HOURS YOU CAN WORK?  YES  NO

IF YES, EXPLAIN: \_\_\_\_\_

## EDUCATION:

YEARS OF EDUCATION COMPLETED: (CIRCLE ONE)      ELEMENTARY      HIGH SCHOOL      COLLEGE, TRADE, PROFESSIONAL  
5 6 7 8      9 10 11 12      13 14 15 16 17 18 19 20

NAME, LOCATION OF HIGH SCHOOL: \_\_\_\_\_ DID YOU GRADUATE?  YES  NO

NAME, LOCATION OF COLLEGE: \_\_\_\_\_ DID YOU GRADUATE?  YES  NO

MAJOR COURSE OF STUDIES: \_\_\_\_\_ HIGH SCHOOL      COLLEGE OR OTHER

IF NOT A HIGH SCHOOL GRADUATE, DO YOU HAVE A G.E.D.?  YES  NO IF YES, PLACE OBTAINED \_\_\_\_\_

LIST ANY ADDITIONAL SCHOOL OR TRAINING YOU HAVE TAKEN: \_\_\_\_\_

**U.S. MILITARY:**

WERE YOU A MEMBER OF THE U.S. MILITARY?  YES  NO IF YES, WHAT BRANCH? \_\_\_\_\_

DATE OF ENTRY: \_\_\_\_\_ DATE OF DISCHARGE: \_\_\_\_\_ TYPE OF DISCHARGE: \_\_\_\_\_  
(HONORABLE, GEN..., ETC)

RANK AT DISCHARGE: \_\_\_\_\_ DUTIES PERFORMED: \_\_\_\_\_

\*NOTE: A DISHONORABLE DISCHARGE IS ONLY ONE OF THE FACTORS CONSIDERED IN EMPLOYMENT AND IS NOT AN AUTOMATIC BAR TO EMPLOYMENT.

**EMPLOYMENT HISTORY:**

List below all present and past employment, BEGINNING WITH YOUR MOST RECENT. Include all part-time jobs or positions held for only brief periods of time within the past ten years. Attach a separate page if required.

FROM MONTH/YR	NAME & ADDRESS OF EMPLOYER	TYPE OF BUSINESS	POSITION HELD
TO MONTH/YR		SUPERVISOR'S NAME	PAY RATE

REASON FOR LEAVING EMPLOYMENT \_\_\_\_\_ POSITION WAS :  PART-TIME  FULL-TIME

FROM MONTH/YR	NAME & ADDRESS OF EMPLOYER	TYPE OF BUSINESS	POSITION HELD
TO MONTH/YR		SUPERVISOR'S NAME	PAY RATE

REASON FOR LEAVING EMPLOYMENT \_\_\_\_\_ POSITION WAS :  PART-TIME  FULL-TIME

FROM MONTH/YR	NAME & ADDRESS OF EMPLOYER	TYPE OF BUSINESS	POSITION HELD
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FROM MONTH/YR	NAME & ADDRESS OF EMPLOYER	TYPE OF BUSINESS	POSITION HELD
TO MONTH/YR		SUPERVISOR'S NAME	PAY RATE

REASON FOR LEAVING EMPLOYMENT \_\_\_\_\_ POSITION WAS :  PART-TIME  FULL-TIME

**MISCELLANEOUS:**

Have you ever been employed with this company before?  YES  NO If yes, give dates of employment and position(s) held: \_\_\_\_\_

Have you applied with this company before?  YES  NO If yes, approximate date(s) : \_\_\_\_\_

What special skills or qualifications do you possess? \_\_\_\_\_

Are you currently employed?  YES  NO If yes, may we contact your present employer?  YES  NO If employed, do you have transportation to and from work?  YES  NO

Have you ever been discharged or asked to resign from a job?  YES  NO If yes, explain in detail: \_\_\_\_\_

Have you ever been convicted of a crime (other than minor traffic violations)  YES  NO If yes, please explain in detail: \_\_\_\_\_

\*NOTE: NO APPLICANT WILL BE EXCLUDED FROM EMPLOYMENT OR EMPLOYMENT CONSIDERATION DUE TO PRIOR ARRESTS OR CONVICTIONS.

### PERSONAL REFERENCES:

INDIVIDUAL'S NAME	DO NOT LIST RELATIVES, INDIVIDUALS RESIDING IN YOUR HOUSEHOLD OR PREVIOUS EMPLOYERS	COMPLETE ADDRESS	PHONE	OCCUPATION
/		/	/	/
/		/	/	/
/		/	/	/

THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER AND FOLLOWS NEW YORK HUMAN RIGHTS LAWS AND FEDERAL EQUAL EMPLOYMENT OPPORTUNITY LAWS INCLUDING BUT NOT LIMITED TO PROHIBITING DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, AGE, DISABILITY, ARREST RECORDS AND VIETNAM OR DISABLED VETERAN STATUS.

### APPLICANT AGREEMENT:

I hereby represent that each answer to the questions contained herein and all other information furnished is true and correct. I further represent that such answers and information given constitutes a full and complete disclosure of my knowledge with respect to the question(s) or subject(s) to which the answer relates. I understand that incorrect, incomplete or false statements of information furnished by me will subject me to discharge at any time. I hereby authorize the release of any or all information concerning me to include: previous employers records, credit records, and education records and I hereby release any person, firm, government agency supplying information in connection with this form from any and all liabilities and or claims against them. A copy of this form shall be as valid as the original.

I understand that if employed, my employment shall be for no definite period, and may, regardless of the date of payment of wages, be terminated without prior notice, provided such action is not consistent with any bargaining agreement as to "wages" or "conditions of employment".

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Today's Date