



# APPLICATION FOR EMPLOYMENT

▶ PLEASE PRINT ◀

Equal access to programs, services, and employment is available to all persons. Those Applicants requiring reasonable accommodation to the application and/or interview process Should notify a representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

**Referral Source**  Advertisement  Employee  Relative  Gov't Emp. Agency  
 Walk-In  Private Employment Agency  Other \_\_\_\_\_

Name of source (if applicable) \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ S.S.# \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone#(\_\_\_\_)\_\_\_\_\_ Cell/Pager# (\_\_\_\_)\_\_\_\_\_ E-Mail \_\_\_\_\_

If necessary, best time to call you at home is..... a.m./p.m.

May we contact you at work?..... yes \_\_\_ no \_\_\_

If yes, work # and best time to call ..... (\_\_\_\_) a.m./p.m.

If you are under 18& it is required, can you furnish a work permit..... yes \_\_\_ no \_\_\_

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

Have you submitted an application here before?..... yes \_\_\_ no \_\_\_

If yes, give date(s) and position(s)..... / /

Are you legally eligible for employment in this country?..... yes \_\_\_ no \_\_\_

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

Type of employment desired \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Temp \_\_\_ Seasonal \_\_\_ ed/

Will you relocate if job requires it?.... yes/ no ..... will travel if required \_\_\_ yes \_\_\_ no

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 \_\_\_\_\_

Have you ever been bonded?..... yes \_\_\_ no \_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ..... yes \_\_\_ no \_\_\_

If yes, please provide date(s)details \_\_\_\_\_

answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness & nature of the violation, rehabilitation & position applied for will be taken into account.

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

**" AN EQUAL OPPORTUNITY EMPLOYER "**

## EMPLOYMENT HISTORY

Provide the following information of your past & current employers, assignments or volunteer activities, starting with the most recent ( use additional sheets if necessary ). Explain any gaps in employment in comments section below.

Employer:	Telephone # ( )	Dates Employed From / To	Summarize work & Responsibilities.
Address:			
Starting Job Title / Ending Title:		Hourly Rt. / Salary Starting	
Immediate Supervisor & Title		\$ Per	
Reason For Leaving:		Hourly Rt. / Salary Final	
May we contact for Reference? ____ YES ____ NO ____ LATER		\$ Per	

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Starting Job Title / Ending Title:		Hourly Rt. / Salary Starting	
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Immediate Supervisor & Title		\$ Per	
Reason For Leaving:		Hourly Rt. / Salary Final	
May we contact for Reference? ____ YES ____ NO ____ LATER		\$ Per	

**Comments:** Including Explanation of any gaps in Employment. \_\_\_\_\_

**Skills & Qualifications** summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

## EDUCATIONAL BACKGROUND (if job related)

- A. List last three (3) schools attended, starting with the most recent.
- B. List number of years completed.
- C. Indicate degree or diploma earned, if any.
- D. Grade point average or Class Rank.
- E. Major Field of study.
- F. Minor Field of study (if applicable).

A. <u>School</u>	B. # of years completed	C. <u>Degree / Diploma</u>	D. <u>G.P.A.</u> <u>CLASS RANK.</u>	E. <u>Major</u>	F. <u>Minor</u>

## REFERENCES

List name & telephone # of three business / work references who are NOT related to you & are NOT previous Supervisors. If not applicable, list three schools or personal references that are NOT related to you.

NAME	TELEPHONE	# OF YEARS KNOWN.
	( )	
	( )	
	( )	

## ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.

ORGANIZATION	OFFICES HELD

**List special accomplishments, publications, awards, etc.**

(Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.)

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**List any additional information you would like us to consider:**

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**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

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

I understand that the employer does not unlawfully discriminate in employment & no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer & still wish to be considered for employment, it will be necessary to reapply & fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause or prior notice, and that the employer reserves the same right to terminate my employment at any time, with or without cause & without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary & that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing & signed by the employer's president.

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

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

I Certify that I have read, fully understand & accept all terms of the foregoing Applicant Statement.

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