

**EMPLOYMENT APPLICATION**

Date of Application: \_\_\_\_\_

We are an Equal Opportunity Employer and subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, sex, marital status, sexual orientation, creed, national origin, age, physical or mental disability and those covered under another legally protected status.

**Applicant Information**

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

Home Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_  
*City State ZIP Code*

Position Applied for: \_\_\_\_\_

Date Available to begin work: \_\_\_\_\_

**General Information**

How did you hear about this position?

- Advertisement
- Friend
- Walk-in
- Company Employee
- Company Website
- Other \_\_\_\_\_
- Family
- Job Fair

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodations?  Yes  No

Have you ever been employed by us before?  Yes  No.

If yes, provide date \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, can we contact your employer?  Yes  No

Are you legally able to work in this country?  Yes  No

Please note, proof of citizenship or legal immigration status will be required.

Proof of eligibility to work will be required if under 18 years of age, are you able to do so?  Yes  No

Can you travel if job requires it?  Yes  No

Check availability for work:

- Shift
- Full time
- Part time
- Temporary Weekends (Saturday & Sunday)
- Overtime

Please indicate your availability below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Education and Training**

Circle last grade completed – Grade 1 2 3 4 5 6 7 8 9 10 11 12 College Masters Doctorate

Name and Address of School Coursework studied Graduated/degree

\_\_\_\_\_  
Last High School attended

\_\_\_\_\_  
College/University

\_\_\_\_\_  
Other Technical, Vocational, Graduate

List any special achievements, awards, academic honors:  
\_\_\_\_\_

**Skills**

Please list any skills you have that are appropriate for the position for which you are applying

\_\_\_\_\_

**Interests/Accomplishments**

Please include any significant experience, interests and accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position you are seeking. Names or organizations designation religion, race, etc. need not be mentioned.

\_\_\_\_\_  
\_\_\_\_\_

Indicate any foreign languages you can speak, read and/or write, and please also indicate level of fluency (fluent, fair, good):

\_\_\_\_\_

Describe any job related training received in the US military:

\_\_\_\_\_

## **Employment Experience**

**Instructions:** Start with your most recent employer, list in consecutive order, past FOUR employers. If more than one job at same employer, indicate that as well.

<b>Employer 1:</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Job Title</b>		<b>Supervisor:</b>
<b>Dates of Employment:</b>		
<b>Work Performed</b>	<hr/> <hr/> <hr/>	
<b>Reason for Leaving</b>	<hr/> <hr/> <hr/>	

<b>Employer 2:</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Job Title</b>		<b>Supervisor:</b>
<b>Dates of Employment:</b>		
<b>Work Performed</b>	<hr/> <hr/> <hr/>	
<b>Reason for Leaving</b>	<hr/> <hr/> <hr/>	

<b>Employer 3:</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Job Title</b>	<b>Supervisor:</b>
<b>Dates of Employment:</b>	
<b>Work Performed</b>	<hr/> <hr/> <hr/>
<b>Reason for Leaving</b>	<hr/> <hr/> <hr/>

<b>Employer 4:</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Job Title</b>	<b>Supervisor:</b>
<b>Dates of Employment:</b>	
<b>Work Performed</b>	<hr/> <hr/> <hr/>
<b>Reason for Leaving</b>	<hr/> <hr/> <hr/>

**READ CAREFULLY**

***I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or termination. I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.***

***I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is "at will" which means the employee may resign at any time and the employer may discharge the employee at any time with or without cause. The executive of this organization designated to change the employment relationship is the only one that can change the terms of such employment.***

***This application will remain active for up to 45 days from date completed.***

\_\_\_\_\_ Date \_\_\_\_\_  
***Applicant signature***

***Do not write below this line***

\_\_\_\_\_  
**For Company use only**

Interview planned \_\_\_ Yes \_\_\_ No

Remarks \_\_\_\_\_

Employed \_\_\_ Yes \_\_\_ No

Date of employment \_\_\_\_\_ Job Title \_\_\_\_\_ Pay \_\_\_\_\_

Hiring manager signature \_\_\_\_\_ Date \_\_\_\_\_