

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Position(s) applied for	Date of Application
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How did you learn about us?

Advertisement
 Relative
 Inquiry
 Employment Agency
 Friend
 Other _____

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip
Telephone Number (s)					

Best time to contact you at home is :.....:.....^{AM}/_{PM}

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:_____

Do any friends or relatives, other than spouse, work here?..... Yes No

Are you currently employed?..... Yes No

May we contact your present employer?..... Yes No

Are you prevented from lawfully becoming employed in the country because of Visa or Immigration status? (*proof of citizenship or immigrant status will be required upon employment*) Yes No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work; Full Time Part Time 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 five years?..... Yes No
(a criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question)

Employment Experience

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Additional Information

List professional, trade, business or civic activities and offices held.
 (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

Other Qualifications: summarize special job-related skills and qualifications acquired from employment or other experience

Specialized Skills (Check Skills/Equipment operated)

Terminal _____	Spreadsheet _____	Production/Mobile Machinery (list)	Other (list)
PC/MAC _____	Word Processing _____	_____	_____
Typewriter _____	Shorthand _____	_____	_____
		_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

References

1.	Name	Phone #
	Address	
2.	Name	Phone #
	Address	
3.	Name	Phone #
	Address	

Applicants Statement

I certify that the answers given herein are true and complete.

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 understand and acknowledge that , unless otherwise defined by applicable law, any employment relationship with this organization 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 that this “*at will*” employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged in writing by an authorized executive of this organization.

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:

Employed Yes No

Date of Employment _____

Job Title _____

Hourly Rate

Salary _____ Dept. _____

By: _____
Name and Title Date

For Personnel Department Use Only

Position(s) applied for is open: Yes No

Position(s) considered for: _____

Date: _____

Name _____

Position _____

Date: _____

_____/_____/_____
_____/_____/_____