



Application for Employment

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.

Name Social Security #

Address

Telephone Mobile (Other) Email Address

Position(s) applied for Date of Application

Referral Source (Please check the appropriate category and name the source.)

- Walk-in
- School
- Employee
- Job Fair
- Advertisement
- Staffing Agency
- Company's Website
- Government Employment Agency
- Other Internet
- Other

If necessary, best time to call you at home is AM PM

May we contact you at work? YES NO

If no, please explain:

Have you submitted an application here before? YES NO

If yes, give date(s) and position(s):

Have you ever been employed 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 or hourly rate of pay? _____

Type of employment desired (*check all that apply*):

- Full-Time Part-Time
- Educational Co-Op Seasonal
- Temporary

Will you relocate if job requires it? YES NO

Will you travel if the job requires it? YES NO

If they have been explained to you, are you able to meet the attendance requirements of the position? N/A YES NO

Will you work overtime if required? YES NO

If no, please explain:

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

- YES NO Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying:

License Number: _____ State: _____

Have you ever been bonded? YES NO

NOTE: Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (In answering these questions, do not include minor traffic infractions and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs, and marijuana-related offenses that occurred over two years ago.)

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a misdemeanor or felony? YES NO

If yes, please provide date(s) and details:

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? ... YES NO

If yes, please provide date(s) and details:

Have you ever entered into an agreement with any former employer or other party (such as a non-competition agreement) that might, in any way, restrict your ability to work for our company? YES NO

If yes, please provide date(s) and details:



Application for Employment

EMPLOYMENT HISTORY: Starting with your most recent employer, provide the following information:

Employer Telephone

Address City State

Starting job title / final job title

Immediate supervisor and title (for most recent position held)

May we contact for reference? Yes No Later Dates employed: Hourly Salary \$ per

Why did you leave?

Summarize the type of work performed and job responsibilities

What did you like most about your position?

What were the things you liked least about the position?

EMPLOYMENT HISTORY: Starting with your most recent employer, provide the following information:

Employer Telephone

Address City State

Starting job title / final job title

Immediate supervisor and title (for most recent position held)

May we contact for reference? Yes No Later Dates employed: Hourly Salary \$ per

Why did you leave?

Summarize the type of work performed and job responsibilities

What did you like most about your position?

What were the things you liked least about the position?

EMPLOYMENT HISTORY: Starting with your most recent employer, provide the following information:

Employer Telephone

Address City State

Starting job title / final job title

Immediate supervisor and title (for most recent position held)

May we contact for reference? YES NO LATER Dates employed: Hourly Salary \$ per

Why did you leave?

Summarize the type of work performed and job responsibilities

What did you like most about your position?

What were the things you liked least about the position?



Application for Employment

EMPLOYMENT HISTORY (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability:

If not addressed on previous page, have you ever been fired or asked to resign from a job?..... YES NO

If yes, please explain:

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Check appropriate boxes. Include software titles and years of experience:

<input type="checkbox"/> Word Processing	<input style="width: 80%;" type="text"/>	Years	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> Internet	<input style="width: 80%;" type="text"/>	Years	<input style="width: 80%;" type="text"/>
<input type="checkbox"/> Spreadsheet	<input style="width: 80%;" type="text"/>	Years	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> Other	<input style="width: 80%;" type="text"/>	Years	<input style="width: 80%;" type="text"/>
<input type="checkbox"/> Presentation	<input style="width: 80%;" type="text"/>	Years	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> Other	<input style="width: 80%;" type="text"/>	Years	<input style="width: 80%;" type="text"/>
<input type="checkbox"/> E-mail	<input style="width: 80%;" type="text"/>	Years	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> Other	<input style="width: 80%;" type="text"/>	Years	<input style="width: 80%;" type="text"/>

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information:

School Name, City and State	Type of Degree Completed	GPA	Major / Minor
	<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate		
	<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate		
	<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate		
	<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate		

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you:

Name	Title	Relationship	Phone	Email



Application for Employment

RELATED INFORMATION

To what job-related organizations (professional, trade, etc.) do you belong? 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 information 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.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers? YES NO
If yes, please explain:

Is there any other job-related information you want us to know about you?

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 expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating 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 and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application. If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to 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 and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

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 (i) terminate me from further consideration of employment, or (ii) may result in my immediate discharge from the employer's services whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

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

Signature of Applicant

Date