

# **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, sexual orientation, or any other legally protected status.

(PLEASE PRINT)				
Position(s) Applied For			Date of Application	
How Did You Learn About Us?  Advertisement Employment Agency	Friend Relative	Walk-In Other		
Last Name	First Name		E-mail	
Address Number	Street	City	State	Zip Code
Telephone Number (s)		Social Security N	umber	
If you are under 18 years of age, can you eligibility to work?	provide required proof of	your	Yes	☐ No
Have you ever filed an application with us	s before?	If yes, give date_	Yes	☐ No
Have you ever been employed with us be	efore?	If yes, give date_	Yes	No No
Are you currently employed?			Yes	No
May we contact your present employer?			Yes	No No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Proof of citizenship or immigration status will be required upon employment.			Yes	☐ No
On what date would you be available for	work?			_
Are you available to work:	Full Time	Part Time	Shift Work	Temporary
Are you currently on "lay-off" Status and	subject to recall?		Yes	No No
Can you travel if a job requires it?			Yes	No No
Have you been convicted of a felony with Conviction will not necessarily disqualify an app			Yes	No
If yes, Please explain				

#### **Education**

	Name and Address of School	Course of Study	Years Completed	Diploma Degree		
Elementary School						
High School						
Undergraduate College						
Graduate Professional						
Other (Specify)						
Indicate any for	reign languages you can spe					
	FLUENT	GOOD		FAIR		
SPEAK						
READ						
WRITE						
			1			
Describe any s	pecialized training, apprentic	eship, skill and extra	-curricular activit	ies.		
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Describe any job related training received in the United States Military						
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## **Employment Experience**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

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	
1 -7 -		From	То		
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	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.
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:

## **Additional Information**

Other Qualifications						
Summarize special job-related skills and qualifications acquired from employment or other experience.						
		0				
Sp	ecialized Skills	Check Skills/Equipmer	nt Operated			
	CRT	Fax	Production/Mobile			
	PC	Lotus 1-2-3	Machinery (list):	Other (list)	):	
	Calculator	PBX System				
	Typewriter	Wordperfect				
Sta	ite anv additional inforn	nation you feel may be helpfu	ıl to us in considerina v	our application.		
	,	, , , ,	<u></u>	- 11		
Not	te to Applicants: DO N	OT ANSWER THIS QUESTION	ON LINI ESS VOLLHAN	/F REEN		
		THE REQUIREMENTS (			APPLYING	
Are	you capable of perfor	ming in a reasonable manner	, with or without a reas	onable		
		ities involved in the job or occ	•	• •		
A d	lescription of the activit	ies involved in such a job or o	occupation is attached	Yes	No	
D	eferences					
176	51 G1 G11 G G					
1			(	)		
•		(Name)	\	Phone #	-	
_		,			_	
		(Address)				
2			(	)	-	
		(Name)		Phone #		
-		(A -l -l			-	
3		(Address)	(	)		
<b>-</b>		(Name)	\	Phone #	-	
		,			_	
		(Address)				

#### **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an emloyment 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 as 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 charged by any written document or by conduct unless such 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.

DEPARTMENT USE ONLY	
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Date	
o Date of Employment	
Hourly Rate/	
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Date	
	Date  Date  Date  Date  Date  Date  Date  Date  Date  Department  Date  Date

#### FOR PERSONNEL DEPARTMENT USE ONLY

Position (s) Applied For Open:	s Yes	No	
Position (s) Considered F	or		
		 Date	
NOTES:			
NAME:	POSITION:	DATE:	