

APPLICATION FOR EMPLOYMENT



(Please print)

Applicants are considered for all positions without regard to race, color, religion, sex, disability, national origin, marital or veteran status. The company shall reasonably accommodate an individual, when possible.

Position(s) applied for: _____ Date of application: ____ / ____ / ____

Referral Source: Newspaper Job Search Website Walk In
 Employee/Relative ESL Website Other: _____

Referred by: _____

Name: _____
Last First Middle

Address: _____
Street City State Zipcode

Telephone number: _____ Mobile/Cell phone number: _____

Email address if applicable: _____

If you are under 18, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No

If yes, please list the date: ____ / ____ / ____

Have you ever been employed here before? Yes No

If yes, please list dates: To: ____ / ____ / ____ From: ____ / ____ / ____

Are you legally eligible for employment in this country? Yes No

(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work: ____ / ____ / ____

Type of employment desired: Full-Time Part-time Temporary/Seasonal

Will you work overtime if required?: Yes No

Will you relocate if job requires it? Yes No
Will you travel if job requires it? Yes No

Have you been convicted of a felony or misdemeanor in the last 7 years? Yes No

(Such conviction may be relevant if job related, but does not bar you from employment.)

Education Background

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. List grade point average or class rank. E. Major and minor field of study (if applicable).

A. School	B. # of Years Completed	C. Degree/Diploma	D. GPA/Class rank	E. Major/Minor

References

Please list name and telephone number of three (3) business/work references who are not related to you and are not previous supervisors. If not applicable, list three (3) school or personal references that are not related to you.

Name	Telephone	Years Known
	() -	
	() -	
	() -	

List professional trade, business or civic associations and any offices held. List special accomplishments, publications, awards, apprenticeships or specialized training. (Exclude memberships or any information which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.):

Skills and Qualifications: Summarize special skills and qualifications acquired from other employment or other experiences that may qualify you to work with our company. _____

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

 If applying for a Field position, please complete the below:

Have you ever been charged with a DUI ? Yes No
 Do you have a safe driving record? Yes No
 Do you agree to have a Motor Vehicle Report completed? Yes No
 Driver's License # _____

Employment History

List the last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Exclude organizations which indicate race, color, religion, sex, national origin, disability or other protected status. Explain any gaps in employment in the comment section below.

Employer:	Telephone:	Dates Employed From: To:		Summarize the nature of the work & job responsibilities below.
Address:		Hourly Rate/Salary: (Starting)		
Job Title:		\$	Per	
Immediate Supervisor & Title:		Hourly Rate/Salary: (Final)		
Reason for leaving		\$	Per	
May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>				

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Reason for leaving		\$	Per	
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Job Title:		\$	Per	
Immediate Supervisor & Title:		Hourly Rate/Salary: (Final)		
Reason for leaving		\$	Per	
May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>				

Comments, including any explanation for gaps in employment:

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, including criminal background checks, motor vehicle records, credit reports, etc., as deemed necessary and appropriated by the company for the position(s) for which I am applying. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no questions on this application are used for the purpose of limiting or excusing any applicant consideration for employment on a basis prohibited by local, state or federal law.

READ THE ABOVE CAREFULLY BEFORE SIGNING

Signature of Applicant: _____ Date: / / _____