

Application for Employment



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Please *type* or *print* in blue or black ink

Date of Application: _____

How did you learn about us: (Circle one)

Internet Job Posting Friend/Relative: (name) _____ Employment Agency
 Flyer Walk-In Other: _____

PERSONAL INFORMATION

 Last Name Legal First Name Preferred Name Middle (or Maiden Name if married)

 Present Mailing Address City State Zip Code

 Permanent Mailing Address City State Zip Code

 Telephone Number Social Security Number email address

EMPLOYMENT INFORMATION

Position(s) applying for: _____ Salary Desired: _____

Anticipated Start Date: _____

Please answer the following questions. (Circle one)

Are you at least 18 years of age? Y N
 Are you at least 21 years of age? Y N
 Have you ever applied to work with us before? Y N
 Are you currently employed? Y N
 If yes, may we contact your present employer? Y N
 Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status? Y N
 Have you ever been convicted of a criminal offense? Y N

If yes, please explain: _____

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodation? Y N

If yes, please explain: _____

Summarize your special job related skills and qualification acquired from employment or other experience.

Employment History

(please list last three (3) employers, starting with the most recent)

Dates of Employment (mm / yy—mm / yy)	Name and Address of Employer	Salary	Position	Reason for Leaving

Educational History

Name and Location of School	# of years attended	Did you graduate?	Degree Earned
High School			
College			
Graduate or Specialty School			

References

Please list below the names of three (3) persons not related to you, whom you have know for at least one year.

Name	Address	Phone #	Relationship (i.e. friend, colleague)	Years Known

Applicant's Statement

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that , if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Signed _____

Date _____

**For Office Use Only
(Do not write below this line)**

Interviewed by: _____

Date _____

Remarks:

Neatness:

Character:

Ability:

Hired:

For Dept.:

Position:

Salary: