

# APPLICATION FOR EMPLOYMENT

**THIS APPLICATION IS GOOD FOR 60 DAYS**

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO KNOWN DISABILITIES OF APPLICANT AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Applicants are considered for employment, and employees are treated during employment, without regard to race, color religion, national origin, disability, sex, age, pregnancy, genetic information, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

**PLEASE PRINT**      Date of Application \_\_\_\_\_      Position(s) Applied For \_\_\_\_\_

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-in ☐ Employment Agency Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Number	City	State
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Telephone (      ) -     

Have you ever filed an application here before? ☐ Yes ☐ No Have you ever been employed here before? ☐ Yes ☐ No

Are you employed now? ☐ Yes ☐ No    Valid Driver's License? ☐ Yes ☐ No    Driving Violations? ☐ Yes ☐ No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired.

On what date would you be available to work? \_\_\_\_\_ Expected Salary \_\_\_\_\_

Are you available to work ☐ Full-time ☐ Part-time ☐ Temporary What Days? S M T W Th F Sa

Were you convicted of a felony within the last 7 years? \_\_\_\_Yes \_\_\_\_No (Conviction will not necessarily disqualify applicant from employment. The recency, severity, and pertinence of the conviction to the job will all be considered.)

If yes, explain \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (You may exclude those which indicate, for example, race, color, religion, sex, national origin, or any other protected characteristic): \_\_\_\_\_

Give the name, address, and telephone number of three references who are not related to you and are not previous employers:

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## **EDUCATION**

Please list education or specialized experience which relates to the position(s) for which you are applying.

SCHOOL NAME	HIGH SCHOOL/GED	COLLEGE/UNIVERSITY	GRADUTATE/PROFESSIONAL
Years Completed	9 10 11 12 GED	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Course of Study			
Apprenticeship, Skills, and Extra-Curricular Activities	Name Location: Length of Course Subject General:		

List all honors received that are pertinent to the position for which you are applying: \_\_\_\_\_

Special skills, qualifications, including those acquired from employment or other experience that are applicable to the position for which you are applying: \_\_\_\_\_

## **EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments and volunteer activities. Exclude volunteer organization names which indicate, for example, race, color, religion, sex, disability, or national origin.

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

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

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

### APPLICANT'S STATEMENTS

These answers are true and complete to the best of my knowledge. The company may investigate all statements contained in this application, and I understand that any false or misleading information may result in my immediate discharge if hired. I **UNDERTAND THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT AND, IF HIRED, REGARDLESS OF AN ORAL REPRESENTATION TO THE CONTRARY, THE EMPLOYMENT RELATIONSHIP BETWEEN MYSELF AND THE COMPANY IS TERMINABLE-AT-WILL. ANY CHANGES IN THIS EMPLOYMENT RELATIONSHIP MUST BE MADE IN WRITING.**

I also understand that any offer of employment may be conditioned upon health evaluation by a doctor selected by the Company to determine whether I can perform job duties. In addition, a drug or alcohol test may be required depending upon Company policy. I authorize the Company to make a thorough investigation of my past employment, education and job-related activities and I release from all liability all persons, companies, and corporations supplying such information. I also indemnify this Company against any liability which might result from making such investigations.

Additionally, I authorize the Company to supply my employment record, in its sole discretion, in whole, or part, to any prospective employer, government agency, or other party, with an interest that the Company deems appropriate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date