



# 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, or any other legally protected status.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

*(PLEASE PRINT)*

Position(s) Applied For	Date of Application
-------------------------	---------------------

How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Internet
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
Address		City
		State
		Zip Code
Telephone Number(s)		Social Security Number
		- -

Date You Can Start	Salary Requirement
	\$
Are you currently employed?	If so, may we contact your present employer?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever applied to this company before?	When?
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been convicted of a felony within the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>A criminal record does not automatically disqualify employment. It will be considered in relation to the position in which you are applying.</i>	

# EDUCATION

<u>Type of School</u>	<u>Name and Address of School</u>	<u>Course of Study</u>	<u>Years Completed</u>	<u>Diploma GED</u>
<b>High School GED</b>				
<b>Undergraduate College</b>				
<b>Graduate/ Professional</b>				
<b>Other</b>				

<b>List any professional licenses, registration, or certification that you possess.</b>		
<b>Type</b>	<b>State Issued</b>	<b>Expiration Date</b>

## Specialized Skills

Typing ( \_\_\_\_\_ wpm)

Computer Proficiency     Yes     No

Proficient in Software: \_\_\_\_\_

\_\_\_\_\_

Business Machines/Equipment: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

## Other Qualifications

**Summarize qualifications and other job-related skills that you possess from other employment or experience.**

**Describe any training, skills, or extra-curricular activities that may relate to the job in which you are applying.**

# EMPLOYMENT HISTORY

Begin with your present or last job. Please include any volunteer activities or military assignments. Please provide employment history up to at least 10 years including any period of unemployment. Attach additional pages if needed.

<b>Current/Most Recent</b>	Company		<b><u>Dates Employed</u></b>	
	Address		From: _____ To: _____	
	Telephone Number(s)		<b><u>Work Performed</u></b>	
	Job Title	Supervisor	_____	
	Reason for Leaving		_____	
<b>1<sup>st</sup> Previous</b>	Company		<b><u>Dates Employed</u></b>	
	Address		From: _____ To: _____	
	Telephone Number(s)		<b><u>Work Performed</u></b>	
	Job Title	Supervisor	_____	
	Reason for Leaving		_____	
<b>2<sup>nd</sup> Previous</b>	Company		<b><u>Dates Employed</u></b>	
	Address		From: _____ To: _____	
	Telephone Number(s)		<b><u>Work Performed</u></b>	
	Job Title	Supervisor	_____	
	Reason for Leaving		_____	

# EMPLOYMENT HISTORY CONTINUED

<b>3<sup>rd</sup> Previous</b>	Company		<b><u>Dates Employed</u></b>	
	Address		From: _____ To: _____	
	Telephone Number(s)		<b><u>Work Performed</u></b>	
	Job Title	Supervisor	_____	
	Reason for Leaving		_____	
<b>4<sup>th</sup> Previous</b>	Company		<b><u>Dates Employed</u></b>	
	Address		From: _____ To: _____	
	Telephone Number(s)		<b><u>Work Performed</u></b>	
	Job Title	Supervisor	_____	
	Reason for Leaving		_____	
<b>5<sup>th</sup> Previous</b>	Company		<b><u>Dates Employed</u></b>	
	Address		From: _____ To: _____	
	Telephone Number(s)		<b><u>Work Performed</u></b>	
	Job Title	Supervisor	_____	
	Reason for Leaving		_____	

State any additional information that may be helpful in considering your application for employment.

# REFERENCES

*Give the names of three persons that are not related to you, whom you have known at least one year.*

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
		(     )	
		(     )	
		(     )	

## Authorization

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, upon employment, falsified statements on this application shall be grounds for termination.

I authorize investigation of all statements contained in this application and the references and employers listed about to give you any and all information concerning my previous employment and any applicable 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.

This application for employment will be considered active for a period of time not to exceed 1 year. Any applicant who wishes to be considered for employment beyond this specified time period should ask as to whether or not applications are being accepted at that time.

I understand and agree that if I am offered employment, my employment will be for no definite term and that either, I or the facility will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. I further understand that this “*at will*” employment relationship may not be altered by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I also understand that I am required to abide by all rules and regulations of the employer upon employment.”

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

\_\_\_\_\_  
Date

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \$ \_\_\_\_\_

Department \_\_\_\_\_

By: \_\_\_\_\_

Name and Title

Date