



APPLICATION FOR EMPLOYMENT EQUAL OPPORTUNITY EMPLOYER

Please complete application in full

Name: First			Middle			Last			Date			
Address: Number			Street						Social Security Number			
City			State			Zip			Phone No.			
Name Of School			Location: City & State			Major			Years Completed			Graduate ?
Junior High									6 7 8			
High School									9 10 11 12			
College/ University									1 2 3 4			
Graduate/Professional									1 2 3 4			
Other (Vocational, etc.)									1 2 3 4			
Any Specialized training, apprenticeships, licenses, certificates that would be job related? 												
Branch of Military Service: Any job related training? Describe: 												
Describe any Honors or Awards: 												
Activities, Hobbies, Professional, Trade, or Civic Participation (exclude those that would reveal race, sex, religion, age, national origin, disability or other protected status) 												
If you are less than 18 years of age, can you provide required proof of your eligibility to work? 												
Are you prevented from lawfully becoming employed in the USA because of VISA or immigration status? 												

Duration and time of Desired Employment	
___Permanent ___Temporary ___Full Time ___Part Time Date Available: _____	
Will you work overtime if the job requires?	What hours would you be available?
Are you physically or otherwise unable to perform any of the duties of the job? ___Yes ___No If yes, are there any accommodations we could make that would allow you to perform the essential functions of the job?	
Can you travel if the job requires it? ___Yes ___No	
Are you currently on layoff status or subject to recall? ___Yes ___No	
Have you ever been convicted of a crime? ___Yes ___No If yes, please explain:	

EMPLOYMENT HISTORY

Begin with current or most recent employment (Explain any gaps in the comments section)

Employer Name & Address		Dates of Employment (month & year)		Wage Rate
Name		From	To	Starting
Address		Phone Number ()		Last
City	State	Zip		
Job Title		Duties		
Supervisor's Name		Why did you leave?		
May we contact for references? ___Yes ___No				
Employer Name & Address		Dates of Employment (month & year)		Wage Rate
Name		From	To	Starting
Address		Phone Number ()		Last
City	State	Zip		
Job Title		Duties		
Supervisor's Name		Why did you leave?		
May we contact for references? ___Yes ___No				

Employer Name & Address		Dates of Employment (month & year)	Wage Rate
Name		From To	Starting
Address		Phone Number ()	Last
City	State	Zip	
Job Title		Duties	
Supervisor's Name		Why did you leave?	
May we contact for references? ___Yes ___No			
Employer Name & Address		Dates of Employment (month & year)	Wage Rate
Name		From To	Starting
Address		Phone Number ()	Last
City	State	Zip	
Job Title		Duties	
Supervisor's Name		Why did you leave?	
May we contact for references? ___Yes ___No			
Summarize any job related skills and qualifications:			
Comments:			

Please read and place your initials after each statement, acknowledging that you have read and understand the statement.

- My statements and answers to the previous questions are true and complete to the best of my knowledge. I understand that falsification of this form is sufficient cause for discharge whenever discovered. _____
- I give the employer the right to contact and obtain information from all references, employers, educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information. _____
- The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law. _____
- This application will be current for six months. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application. _____
- If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative or the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer. _____
- I understand that employment may be subject to the satisfactory completion of a drug and alcohol test. _____
- I understand that if I am hired, I will be required to provide proof of identity and legal work authorization. _____

Signature of Applicant

Date