

# Application For Employment

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, non-job-related disability, or any other protected group status.

(PLEASE PRINT)

Date of application \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

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

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Telephone (\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_--\_\_\_\_--

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

Have you filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give date \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

(Proof of citizenship or immigration status may be required upon employment)

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full-time  Part-time  Shift Work  Temporary

Are you on lay-off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you ever been convicted of a felony within the last 7 years?  Yes  No

(Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain \_\_\_\_\_  
\_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

# Employment Experience

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

1. Employer	Tel ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
		Starting	Final	
Supervisor				
Reason for leaving				
2. Employer	Tel ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
		Starting	Final	
Supervisor				
Reason for leaving				
3. Employer	Tel ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
		Starting	Final	
Supervisor				
Reason for leaving				
4. Employer	Tel ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
		Starting	Final	
Supervisor				
Reason for leaving				

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

## Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience

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# Education

	Name and Address	Did you graduate?	Course or Major
High School			
Technical School			
College /University			
Post-graduate / Other			
Describe specialized training, apprenticeship, skills and extra-curricular activities or honors received			

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

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# References:

Please provide three professional references:

Name	Relationship and Title	Years known
Address		Phone number (    )

Name	Relationship and Title	Years known
Address		Phone number (    )

Name	Relationship and Title	Years known
Address		Phone number (    )

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## Applicant's Statement

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason. I represent to the company that I am not presently subject to any agreement or other understanding with my present employer or any former employer that prevents me from entering into an employment relationship with the company. I understand that this application is not and is not intended to be a contract of employment.

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all the rules and policies of the employer.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

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Applicant Signature

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Date

For Human Resources Department Use Only				
Arrange Interview	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Remarks -----				
Employed	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Date of employment	-----		Interviewer	Date
Job Title	-----	Salary	-----	Department
By: -----			Date	