



# 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.

( PLEASE PRINT )

Position(s) Applied For _____		Date of Application _____
How Did You Learn About us?		
Advertisement	Relative	Inquiry
Employment Agency	Friend	Other _____

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

Best time to contact you is..... \_\_\_\_:\_\_\_\_ YES NO

If you are under 18 years of age, can you provide required proof of your eligibility to work?.....

Have you filed an application with us before?.....  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?.....  
If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here?.....

Are you currently employed?.....

May we contact your current employer?.....

Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment.....*

Date Available to work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work: Full-Time  
Part-Time (please indicate Morning Afternoon )  
Temporary (please indicate dates available \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_)

Are you currently on "lay-off" status and subject to recall?.....

Can you travel if a job requires it?.....

Have you been convicted of a felony within the last five years?.....  
*A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.*

Education	Name of school and city and state	Course	Years Completed	Degree
High School	_____	_____	_____	_____
Undergraduate College	_____	_____	_____	_____
Graduate Professional	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____

We are an equal opportunity employer

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**

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**Employment Experience**

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1. Employer	_____	Dates Employed
		To                  From
Contact Number(s)	_____	
Job Title	_____	Hourly Rate/Salary
		Starting          Final
Reason for Leaving	_____	_____
	_____	
2. Employer	_____	Dates Employed
		To                  From
Contact Number(s)	_____	
Job Title	_____	Hourly Rate/Salary
		Starting          Final
Reason for Leaving	_____	_____
	_____	
3. Employer	_____	Dates Employed
		To                  From
Contact Number(s)	_____	
Job Title	_____	Hourly Rate/Salary
		Starting          Final
Reason for Leaving	_____	_____
	_____	
4. Employer	_____	Dates Employed
		To                  From
Contact Number(s)	_____	
Job Title	_____	Hourly Rate/Salary
		Starting          Final
Reason for Leaving	_____	_____
	_____	

**Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in this job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.....  YES  NO

**References**

1.	_____	_____	_____
	Name	Contact Number	Relation
2.	_____	_____	_____
	Name	Contact Number	Relation
3.	_____	_____	_____
	Name	Contact Number	Relation

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time with or without any written document or by conduct unless change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

X \_\_\_\_\_ Date \_\_\_\_\_