



# 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 (voluntary)**

**Email Address** \_\_\_\_\_

Best time to contact you at home is: ..... AM  
 ..... PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes       No

Have you ever filed an application with us before? .....  Yes       No

If yes, give date \_\_\_\_\_

Have you ever been employed with us before? .....  Yes       No

If yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? .....  Yes       No

Are you currently employed? .....  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?

*Proof of citizenship or immigration status will be required upon employment.* .....  Yes       No

Data available for work \_\_\_\_ / \_\_\_\_ / \_\_\_\_      What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full-Time  
 Part-Time (please indicate mornings afternoons evenings)  
 Temporary (please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

Are you currently on "lay-off" status and subject to recall? .....  Yes  No

Can you travel if a job requires it? .....  Yes  No

**EDUCATION**

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

**Describe any specialized apprenticeship or military training, skills, and abilities that may be helpful to the position for which you are applying.**

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**Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?.....Yes\_\_\_\_\_ No\_\_\_\_\_**  
 If yes, please provide date(s) and details

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Answering "yes" does not constitute an automatic bar to employment. Factors such as the date and nature of the crime, rehabilitation and the requirements of the position applied for will be taken into account.

Driver's license number required if driving of customer and Company vehicles may be required in the job for which you are applying:

State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Have you ever been bonded? .....Yes \_\_\_\_\_ No \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

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

1.	Employer		<b>Dates Employed</b>		<b>Work Performed</b>
			<b>From</b>	<b>To</b>	
	Address				
	Telephone Number(s)		<b>Hourly Rate/Salary</b>		
			<b>Starting</b>	<b>Final</b>	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		<b>Dates Employed</b>		<b>Work Performed</b>
			<b>From</b>	<b>To</b>	
	Address				
	Telephone Number(s)		<b>Hourly Rate/Salary</b>		
			<b>Starting</b>	<b>Final</b>	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		<b>Dates Employed</b>		<b>Work Performed</b>
			<b>From</b>	<b>To</b>	
	Address				
	Telephone Number(s)		<b>Hourly Rate/Salary</b>		
			<b>Starting</b>	<b>Final</b>	
	Job Title	Supervisor			
	Reason for Leaving				
4	Employer		<b>Dates Employed</b>		<b>Work Performed</b>
			<b>From</b>	<b>To</b>	
	Address				
	Telephone Number(s)		<b>Hourly Rate/Salary</b>		
			<b>Starting</b>	<b>Final</b>	
	Job Title	Supervisor			
	Reason for Leaving				

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

**List professional, trade, business or civic activities and office held.**

*You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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**ADDITIONAL INFORMATION**

**Other Qualifications**

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

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**Specialized Skills**

Check Skills/Equipment Operated

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Productions/Mobile Machinery (list)	<input type="checkbox"/> Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
_____ WPM	_____ WPM	_____	_____

**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 the 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 Phone Number  
 \_\_\_\_\_  
 Address

2. \_\_\_\_\_ (      )  
 Name Phone Number  
 \_\_\_\_\_  
 Address

3. \_\_\_\_\_ (      )  
 Name Phone Number  
 \_\_\_\_\_  
 Address

## APPLICANT'S STATEMENT

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 cause. It is further understood the "at will" employment relationship may not be changed by any written document or by conduct unless such 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.

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Signature of Applicant

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Date