

# EMPLOYMENT APPLICATION



PLEASE PRINT  
USING A PEN

**For Office Use Only**

Interview  Yes  No  
Does applicant have the basic skills for the position?  Yes  No

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.

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

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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 _____ |

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 dates \_\_\_\_\_

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

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

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

Are you available to work:  Full-Time  
 Part-Time (Please indicate  Mornings  Afternoon  Evenings  Weekends)  
 Temporary (Please indicate dates available \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_)

Have you been convicted of a felony within the last five years?.....  Yes  No  
*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 and Address of school | Course of Study | Years Completed | Diploma Degree |
|-----------------------|----------------------------|-----------------|-----------------|----------------|
| Elementary School     |                            |                 |                 |                |
| High School           |                            |                 |                 |                |
| Undergraduate College |                            |                 |                 |                |
| Graduate Professional |                            |                 |                 |                |
| Other (Specify)       |                            |                 |                 |                |

Describe any specialized training, apprenticeship, skills or any additional information you feel may be helpful to us in considering your application:

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**SPECIALIZED SKILLS** (CHECK SKILLS / EQUIPMENT OPERATED)

|  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> PC / MAC<br><input type="checkbox"/> Typewriter ___WPM<br><input type="checkbox"/> Ten Key<br><input type="checkbox"/> Internet<br><input type="checkbox"/> Clerical Skills | Production / Mobile Machinery (List) _____<br>_____<br>_____ | Other (List) _____<br>_____<br>_____ |
|--|--|--------------------------------------|

**RATE SKILLS FROM 1-5 IN THE FOLLOWING SOFTWARE PROGRAMS**  
(1 = BASIC SKILLS, 5 = ENTIRELY PROFICIENT)

|               |                |
|---------------|----------------|
| ___ WORD      | ___ POWERPOINT |
| ___ EXCEL     | ___ ACCESS     |
| ___ PUBLISHER |                |

# EMPLOYMENT EXPERIENCE

Please list your last 3 positions only, starting with your current or most recent position. 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.

|                      |                    |          |                |
|----------------------|--------------------|----------|----------------|
| Employer             | Dates Employed     |          | Work Performed |
| Address              | From               | To       |                |
| Telephone Number (s) | Hourly rate/Salary |          |                |
| Job Title            | Supervisor         | Starting | Final          |
| Reason for Leaving   |                    |          |                |
| Employer             | Dates Employed     |          | Work Performed |
| Address              | From               | To       |                |
| Telephone Number (s) | Hourly rate/Salary |          |                |
| Job Title            | Supervisor         | Starting | Final          |
| Reason for Leaving   |                    |          |                |
| Employer             | Dates Employed     |          | Work Performed |
| Address              | From               | To       |                |
| Telephone Number (s) | Hourly rate/Salary |          |                |
| Job Title            | Supervisor         | Starting | Final          |
| Reason for Leaving   |                    |          |                |

List professional, trade, business or civic activities and offices held, *except for membership which might reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

|      |       |              |              |
|------|-------|--------------|--------------|
| 1.   | ( )   |              |              |
| Name | Title | Company Name | Phone Number |
| 2.   | ( )   |              |              |
| Name | Title | Company Name | Phone Number |
| 3.   | ( )   |              |              |
| Name | Title | Company Name | Phone Number |

## 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 that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "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.

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

\_\_\_\_\_  
Date