



## APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

**Applicant Information (Please Print):**

Date of Application: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Referral Source: ☐ Walk-In ☐ Advertisement ☐ Friend (Name): \_\_\_\_\_  
☐ Employment Agency ☐ Relative (Name): \_\_\_\_\_ ☐ Other: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip Code)

Telephone #'s: \_\_\_\_\_ / \_\_\_\_\_ Social Security # \_XXX\_ - \_XX\_ - \_\_\_\_\_

If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No ☐ (n/a)

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 due to Visa or Immigration status?  
(Proof of citizenship or immigration status may be required upon employment): ☐ Yes ☐ No

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

Are you available to work: ☐ Full-Time ☐ Part-Time ☐ Shift Work ☐ Temporary  
Can you travel if a job requires it? ☐ Yes ☐ No

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

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No  
(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain: \_\_\_\_\_

**Employment Experience** (Start with your present or last job. Include military service assignment and volunteer activities. Exclude organization names which indicate race, color, religion, sex, or national origin):

Employer:		Dates Employed From                  To		Work Performed:
Phone #				
Address:				
Job Title:				
Supervisor:				
Reason for Leaving:				
Employer:		Dates Employed From                  To		Work Performed:
Phone #				
Address:				
Job Title:				
Supervisor:				
Reason for Leaving:				
Employer:		Dates Employed From                  To		Work Performed:
Phone #				
Address:				
Job Title:				
Supervisor:				
Reason for Leaving:				
Employer:		Dates Employed From                  To		Work Performed:
Phone #				
Address:				
Job Title:				
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): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Elementary	High School	College/University	Graduate/Professional
School Name:				
Years completed:		9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree:				
Course of Study:				
Please describe specialized training, apprenticeship, skills, and / or extra-curricular activities				

**Honors / Awards Received:** \_\_\_\_\_

**State any additional information you feel may be helpful to us in consideration for your employment:** \_\_\_\_\_

### **APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment. 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 company.

\_\_\_\_\_  
*(Signature of Applicant)*

\_\_\_\_\_  
*(Date)*

#### **FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview \_\_\_\_ Yes \_\_\_\_ No Remarks: \_\_\_\_\_

Interviewer: \_\_\_\_\_ Date \_\_\_\_\_

Employed \_\_\_\_ Yes \_\_\_\_ No Date of employment \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly rate / salary \_\_\_\_\_

Department: \_\_\_\_\_

By: \_\_\_\_\_

*(Name)*

/

*(Title)*

/

*(Date)*