

# Application For Employment

*We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.*

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. The following requested information is voluntary.

Date \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_  
Last Name                      First Name                      Middle Name

\_\_\_\_\_  
Street Address                      City                      State                      Zip Code

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

Position applied for: \_\_\_\_\_

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

Have you ever been employed with us before?                      \_\_\_ Yes \_\_\_ No

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

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?                      \_\_\_ Yes \_\_\_ No

*Proof of citizenship or immigration status will be required upon employment.*

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

Are you available to work:                      \_\_\_ Full Time                      \_\_\_ Part Time                      \_\_\_ Temporary

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

Can you travel if a job requires it?                      \_\_\_ Yes \_\_\_ No

Have you ever been convicted of a crime?                      \_\_\_ Yes \_\_\_ No

*Conviction will not necessarily disqualify an applicant from employment.*

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

\_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**Education**

	Elementary School				High School				Undergraduate College/University				Graduate/ Professional				
<b>School Name and Location</b>																	
<b>Years Completed</b>	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
<b>Diploma/Degree</b>																	

**Former Employers (List below last four employers, starting with last one first.)**

<b>Date Month and Year</b>	<b>Name and Address of Employer</b>	<b>Salary</b>	<b>Position</b>	<b>Reason for leaving</b>
From To				
From To				
From To				
From To				

**Special Skills and Qualifications**

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

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**References**

Give name, address and telephone number of three references who are previous employers one who is not related to you..

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Interviewed by \_\_\_\_\_

Date \_\_\_\_\_

Neatness		Character	
Personality		Ability	

**Date Hired**

**Position**

**Will Report**

**Salary**