

APPLICATION FOR EMPLOYMENT

AN
EQUAL
OPPORTUNITY
EMPLOYER

We receive applications and hire employees without regard to race, creed, color, sex, religion, age, national origin, marital status, disability, veterans status and citizenship status, or any other protected category. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization.

Date: _____

PERSONAL INFORMATION

Name _____			Social Security No. _____
Last _____	First _____	Middle Initial _____	
Present address _____			
How long have you lived at above address? _____			Home/Cell Phone Number: _____
Are you over the age of 18? ☐ Yes ☐ No If no, employment is subject to verification that you are of minimum legal age.			
Are you legally eligible to work in the U.S.? ☐ Yes ☐ No			
Who should we notify in the event of an emergency? _____			
Name		Address	Telephone #

EMPLOYMENT INFORMATION

Position applying for _____		Date available for work _____	
Type of employment ☐ Full Time ☐ Part Time ☐ Temporary		What salary or pay rate do you expect? _____	
What days and hours are you available to work? Days _____ Hours _____			
Have you ever applied for a job with us before? ☐ Yes ☐ No When? _____			
Have you been bonded? ☐ Yes ☐ No		Have you ever been refused bond? ☐ Yes ☐ No If so, state reason and date: _____	
Have you ever been convicted of a crime, pled no contest or had adjudication withheld? ☐ Yes ☐ No		If so, explain _____	
Do you use illegal drugs? ☐ Yes ☐ No			
Does your present employer know of your plans to change employment? ☐ Yes ☐ No			
Why do you desire to make a change? _____			
Have you ever held a position of trust (handling money or confidential material)? ☐ Yes ☐ No			
Do you have steady transportation to work? ☐ Yes ☐ No			
Have you ever been discharged or asked to resign? ☐ Yes ☐ No			
Are there any other experiences, skills, or qualifications that you have that specifically relate to working here? _____			
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation ☐ Yes ☐ No			

EDUCATION INFORMATION

SCHOOLING	YEARS COMPLETED	DEGREE REC. AND MAJOR SUB.	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?
GRAMMAR OR HIGH SCHOOL					
TRADE BUS., OR CORRESPONDENCE					
COLLEGE					
GRADUATE SCHOOL					

Describe any other specialized or professional training (such as business, technical or nursing school). Include study courses given through public or private employment. State whether degree or certificate received.

PRIOR WORK RECORD

(Start with most recent or present employer)

1)	Name, Address & Phone No. of Most Recent Employer		Telephone No.
	Immediate Supervisor (Name & Position)	Date Hired	Starting Date
	Your Job Title & Duties	Date Left	Last Rate
	Reason for Leaving		
2)	Name, Address & Phone No. of Most Recent Employer		Telephone No.
	Immediate Supervisor (Name & Position)	Date Hired	Starting Date
	Your Job Title & Duties	Date Left	Last Rate
	Reason for Leaving		
3)	Name, Address & Phone No. of Most Recent Employer		Telephone No.
	Immediate Supervisor (Name & Position)	Date Hired	Starting Date
	Your Job Title & Duties	Date Left	Last Rate
	Reason for Leaving		
4)	Name, Address & Phone No. of Most Recent Employer		Telephone No.
	Immediate Supervisor (Name & Position)	Date Hired	Starting Date
	Your Job Title & Duties	Date Left	Last Rate
	Reason for Leaving		
May we contact the employers: _____ If not, indicate by No. which one(s) you do not wish us to contact			

REFERENCES (Do not list relatives or former employees)

Name _____	Address _____	Phone _____	Occupation _____
Name _____	Address _____	Phone _____	Occupation _____
Name _____	Address _____	Phone _____	Occupation _____
Name _____	Address _____	Phone _____	Occupation _____

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements or omission of information on this application, a resume, or other applicant information provided may be considered sufficient reason for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigation or credit bureaus of your choice. In making this application for employment I also understand that an investigation consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mod of living. I understand that I have the right to make a written request within a reasonable period of time to received additional detailed information about the nature and scope of this investigative consumer report.

I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I understand that employment at this organization is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.

Signature of Applicant

Date