



## Application for Employment

<b>PERSONAL</b>			Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, veteran status, martial status, disability, handicap, sexual orientation, citizenship status or any condition prescribed by state or local law.		
Last Name	First	Middle	Date		
Street Address			Home Phone (      )		
City, State, Zip			Business or Cell Phone (      )		
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location _____			Social Security #		
Position Desired			Pay Expected \$		
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you legally eligible for employment in the United States?			When will you be available to begin work? _____		
Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", describe in full.			Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", with what employers?		
Other special training or skills (languages, machine operation, etc.)					
How did you learn of our organization?					

<b>EDUCATION</b>					
School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business / Trade / Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>EMPLOYMENT</b> — Please give accurate, complete information for all jobs, whether full or part-time. Start with your present or most recent position.		
1	Company Name	Telephone
	Address	Employed – State month and year From To
	Name of Supervisor	Weekly Pay Start \$ Last \$
	State Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone
	Address	Employed – State month and year From To
	Name of Supervisor	Weekly Pay Start \$ Last \$
	State Job Title and Describe Your Work	Reason for Leaving

3	Company Name	Telephone
	Address	Employed – State month and year From To
	Name of Supervisor	Weekly Pay Start \$ Last \$
	State Job Title and Describe Your Work	Reason for Leaving

4	Company Name	Telephone
	Address	Employed – State month and year From To
	Name of Supervisor	Weekly Pay Start \$ Last \$
	State Job Title and Describe Your Work	Reason for Leaving

Is there anything else we should know about your employment history that is not listed above?
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We may contact the employers listed above unless you indicate those you do not want us to contact	<b>DO NOT CONTACT</b>
	Employer Number (s) _____ Reason:

<b>MILITARY</b>	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If “Yes”, in what Branch?
Describe any training received relevant to the position for which you are applying.		

**MEMBERSHIP IN PROFESSIONAL AND CIVIC ORGANIZATIONS** - (Special accomplishments, awards, etc. – exclude those which may disclose your race, color, religion, age or national origin)

**WORK PROFILE**

1. Please tell us what you like most about your current/previous position?
2. What is your most satisfactory work experience?
3. What do you consider to be your greatest accomplishments?
4. What do you consider to be your greatest strengths?
5. What do you consider to be your greatest shortcomings or weaknesses?
6. What are your short-term goals?
7. What are your long-term goals?
8. Please list anything else that might help us assess you for the position applied for

**APPLICANT'S SIGNATURE**

Please read and understand this statement before signing your application:

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms and contrary to the foregoing and then only in writing signed by such officer.

**I fully understand and accept all terms and conditions in the above statement.**

Signature \_\_\_\_\_

Date \_\_\_\_\_