EMPLOYMENT APPLICATION

Military Experience: ☐ Yes ☐ No

If Yes, please attach copy of DD214

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.

(PLEASE PRINT)

Position Applied For: Date of Application:

How did you learn about this Position(s)?

☐ Newspaper ☐ Website ☐ Current Employee ☐ Other, Please specify:_____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Last Name:_____ First Name:_____ Middle Name:_____

Address: *(Number)* *(Street)* *(City)* *(State)* *(Zip Code)*

Telephone Number(s) Social Security Number

Best time to contact you at home is: ___:___AM/PM

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

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 date:_____

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? ☐ Yes ☐ No

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

Date available for work:_____ What is your desired salary range?_____

Are you available to work: ☐ Full Time (Please indicate 1 2 3 shift)

☐ Part Time (Please indicate Mornings Afternoons Evenings)

☐ Temporary (Please indicate dates available _____)

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

Can you travel if a job requires it? ☐ Yes ☐ No

EDUCATION/TRAINING

	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, skills and extra-curricular activities:

Describe any job-related training received in the United States Military:

EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

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

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

ADDITIONAL INFORMATION

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

SPECIALIZED SKILLS:
Include equipment-operated skills, i.e., computer, motorized equipment.

State any additional information you feel may be helpful to us in considering your application:

Note to Applicants: DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? ☐ Yes ☐ No
A review of the activities involved in such a job or occupation has been given? ☐ Yes ☐ No

REFERENCES:

1. _____ (Name) _____ (Telephone Number)
   _____ (Address)
2. _____ (Name) _____ (Telephone Number)
   _____ (Address)
3. _____ (Name) _____ (Telephone Number)
   _____ (Address)

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

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

_____

Date: _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: ☐ Yes ☐ No

Remarks: _____

_____ _____

Interviewer Date

Employed: ☐ Yes ☐ No Date of Employment: _____

Job Title: _____ Department: _____

Hourly Rate/Salary: _____ By: _____

Name and Title Date