



# Application for Employment

We are an Equal Opportunity Employer and do not discriminate on the basis of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. All employment related decisions are based solely on relevant criteria including experience and suitability.

## PERSONAL INFORMATION (Please print)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number(s): (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Salary/Hourly Desired: \$ \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_ Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit? \_\_\_\_\_

If No, please explain: \_\_\_\_\_

## EMPLOYMENT DESIRED

Position(s) applied for: \_\_\_\_\_ Date of application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Specify hours available for each day of the week:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

How did you hear about us: \_\_\_\_\_

Have you submitted an application here before:  No  Yes If Yes, When? \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed here before:  No  Yes If Yes, When? \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of employment desired:  Full Time  Part Time  Per Diem  Temporary

Will you travel if the job requires it:  No  Yes Will you relocate if the job requires it:  No  Yes

Have you signed an agreement with a present or past employer not to work for a competitor or solicit business for a period of time?

No  Yes If yes, please provide details: \_\_\_\_\_

EDUCATIONAL BACKGROUND	Name and Address of School	Circle Last Years Completed	Did You Graduate	Subjects Studied and Degrees Received
High School		1 2 3 4	<input type="checkbox"/> No <input type="checkbox"/> Yes	
College		1 2 3 4	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Post College		1 2 3 4	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Trade, Business or Correspondence School		1 2 3 4	<input type="checkbox"/> No <input type="checkbox"/> Yes	

List skills relevant to the position applied for: \_\_\_\_\_

Computer proficiency: Word: \_\_\_\_\_ Excel: \_\_\_\_\_ Other: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent. Please complete even if you have an attached resume.

Years	Company Name Address / Phone	Position Held	Supervisor's Name, Title and Phone Number	Reason for Leaving	Salary or Hourly
/ / to / /					\$ to \$
/ / to / /					\$ to \$
/ / to / /					\$ to \$
/ / to / /					\$ to \$

**REFERENCES:**

List three professional references who are not related to you, which you have known at least one year.

Name / Company / Job Title	Telephone Number	# Years Known
1.		
2.		
3.		

**I understand and agree that:**

- The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company.
- I give the employer the right to contact and obtain information from all references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations, or organizations from furnishing such information.
- If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the company reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer. I understand that if I receive an offer of employment and I accept the position, I will be required to complete additional information necessary for company record keeping requirements.
- This application is current for only 90 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.
- I understand it is this Company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation unless doing so is an undue hardship for the Company.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: \_\_\_\_\_

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