

Application for Employment



PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____

Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other _____

Name of source (if applicable) _____

Name _____ Social Security Number _____

Address _____

Telephone (____) _____ Mobile/Beeper/Other Phone (____) _____

If necessary, best time to call you at home is _____ a.m. p.m.

May we contact you at work? Yes No

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you submitted an application here before? Yes No

If yes, give date (s) ____/____/____, ____/____/____

Have you ever been employed here before Yes No

If yes, give date (s) ____/____/____ to ____/____/____

Date available for work ____/____/____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-Op

Have you ever been bonded? Yes No

Have you ever been convicted of a crime in the last seven (7) years? Yes No

If yes, please explain _____

Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.

Driver's license number if driving is an essential job function _____ State _____

Employment History _____

Provide the following information for you past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment comments section below.

Employer	Telephone	Dates Employed		Summarize Type of Work Performed and Responsibilities
		From	To	
Address	Hourly Rate/ Salary Starting			
Job Title	\$	Per		
Immediate Supervisor and Title	Hourly Rate/Salary Ending			
Reason for Leaving	\$	Per		
May we contact for References? Yes No Later				

Employment History (continued)

Employer	Telephone	Dates Employed		Summarize Type of Work Performed and Responsibilities
		From	To	
Address		Hourly Rate/ Salary Starting		
Job Title		\$	Per	
Immediate Supervisor and Title		Hourly Rate/Salary Ending		
Reason for Leaving		\$	Per	
May we contact for References? Yes No Later				

Comments – including explanation of any gaps in employment _____

Skills and Qualifications – Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background

- A. List last three schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major Field of study. F. Minor field of study.

School Attended	Years Completed	Degree/Diploma	G.P.A.	Major	Minor

References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone Number	Years Known

Additional Information

List professional, trade, business, or civic associations and any offices held. Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status

Organization	Offices Held

except as may be required by law. This application does not constitute an agreement or contract for employment 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 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 as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

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

Signature of Applicant _____ Date ____/____/____

Please attached copy of your resume`

For Administrative Use Only

Position(s) applied for: Available Not Available

Other positions considered for _____

Hired: Yes No

From the EEO job classifications listed below, which one best describes the position filled?

Officials and Managers	Sales Workers	Operatives (semi-skilled)
Professionals	Office and Clerical Workers	Laborers (unskilled)
Technicians	Craft Workers (skilled)	Serviced Workers

Notes _____

Completed by _____ Date ____/____/____