



APPLICATION OF EMPLOYMENT

Programs, services and employment are equally available to everyone. Please inform the interviewer if you require reasonable accommodation for the application or interview. It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Location applying for: _____ Position applying for: _____

Type of employment desired: Full Time Part Time Temporary Seasonal

Full name: _____ Maiden name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Date available to start: _____ SSN: _____ Salary requirements: _____

If you are under 18 years of age, can you provide a work permit? Yes No

If no, please explain:

Have you ever worked for this company? Yes No If yes, when? _____

Are you a citizen of the United States? Yes No

If not, are you legally allowed to work in the United States? Yes No

If applicable, please list your visa type, visa # and expiration: _____

Have you ever served in the U.S. Military? Yes No

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____ (mm/yyyy)

Have you ever pleaded guilty, no contest or been convicted of a crime? Yes No

If yes, give dates and details:

****Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.**

POSITION SPECIFICATIONS

How did you hear about his job? _____

What hours are you willing to work?

What days are you willing to work?

Sunday ____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday ____

When would you be able to start? _____

Languages spoken (other than English):

Computer skills:

Summarize your special skills or qualifications:

EDUCATION

High School

Name and address:

Did you graduate? ___ Yes ___ No Attended from _____ to _____ (mm/yyyy)

If you did not graduate, did you receive your GED? ___ Yes ___ No

Special honors or awards:

Technical or Vocational School

Name and address:

Did you graduate? ___ Yes ___ No Attended from _____ to _____ (mm/yyyy)

Degree or Certification: _____ Specialty: _____

Special honors or awards:

College or University

Name and address:

Did you graduate? ___ Yes ___ No Attended from _____ to _____ (mm/yyyy)

Degree or Certification: _____ Major: _____

Special honors or awards:

College or University

Name and address:

Did you graduate? ___ Yes ___ No Attended from _____ to _____ (mm/yyyy)

Degree or Certification: _____ Major: _____

Special honors or awards:

PREVIOUS EMPLOYMENT (begin with most recent position)

Previous Employment 1

Dates of employment: from _____ to _____ Position held: _____

Company name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting salary: _____ Starting title: _____

Ending salary: _____ Ending title: _____

Reason for leaving: _____

May we contact this employer for a reference? ___ Yes ___ No

Previous Employment 2

Dates of employment: from _____ to _____ Position held: _____

Company name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting salary: _____ Starting title: _____

Ending salary: _____ Ending title: _____

Reason for leaving: _____

May we contact this employer for a reference? ___ Yes ___ No

Previous Employment 3

Dates of employment: from _____ to _____ Position held: _____

Company name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting salary: _____ Starting title: _____

Ending salary: _____ Ending title: _____

Reason for leaving: _____

May we contact this employer for a reference? ___ Yes ___ No

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application. In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. Furthermore, I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

I AGREE Date: _____ (mm/dd/yyyy)