

# Application for Employment

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: \_\_\_/\_\_\_/\_\_\_  
 Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_ Zip: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Cell/Beeper/Other: \_\_\_\_\_ Email: \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? ..... Yes  No  
 If no, please explain..... Yes  No  
 Have you ever been employed here before? ..... Yes  No  
 If yes, give dates and position(s) \_\_\_\_\_  
 Are you legally eligible for employment in this country? ..... Yes  No  
 Date available for work ..... \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_  
 Type of employment desired  Fulltime  Part-time  Temporary  Seasonal  Educational Co-op  
 Are you able to meet the attendance requirements of the position? ..... Yes  No  
 Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ..... Yes  No  
 If yes, please provide date(s) and details: \_\_\_\_\_

(Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into account.)

Driver's license number if driving is an essential job function: \_\_\_\_\_ State \_\_\_\_\_

## EMPLOYMENT HISTORY

Starting with your most recent employer, assignments or volunteer activities, provide the following information.

From (month/year)	To (month/year)	Employer	Telephone
Starting job title/ending job title		Street Address	City State Zip
Immediate supervisor/title		Summarize the nature of the work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation Start \$ Per	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary Final \$ Per
Reason for leaving?		<input type="checkbox"/> Commission <input type="checkbox"/> Bonus \$ (est)	

From (month/year)	To (month/year)	Employer	Telephone
Starting job title/ending job title		Street Address	City State Zip
Immediate supervisor/title		Summarize the nature of the work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation Start \$ Per	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary Final \$ Per
Reason for leaving?		<input type="checkbox"/> Commission <input type="checkbox"/> Bonus \$ (est)	

From (month/year)	To (month/year)	Employer	Telephone
Starting job title/ending job title		Street Address	City State Zip
Immediate supervisor/title		Summarize the nature of the work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation Start \$ Per	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary Final \$ Per

From (month/year)	To (month/year)	Employer	Telephone
Starting job title/ending job title	Street Address	City	State Zip
Immediate supervisor/title	Summarize the nature of the work performed and job responsibilities		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	
	Start \$	Per	Final \$ Per
Reason for leaving?	<input type="checkbox"/> Commission \$	<input type="checkbox"/> Bonus (est)	

**SKILLS & QUALIFICATIONS**

Word  Excel  MS Office  Power Point  Internet  Other \_\_\_\_\_

Summarize any training, 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 (if job related)**

School (include city/state)	# of years completed	Level of completion	Course of study
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	

**REFERENCES**

Name	Title	Relationship to candidate	Telephone	# of years known

**Applicant Statement**

*I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law. I understand that this application remains current for only 30 days. At the conclusions of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application. 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 employer 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 supervisor or representative of the employer is authorized to make any assurances to the contrary and the no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I also understand, that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. **I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to a) cancel further consideration of this application, or b) immediately discharge me from the employer's service, whenever it is discovered.***

**Do not sign until you have read the applicant statement.**

I certify that I have read, fully understood and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_