



APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER. 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: _____

Name: _____ SSN# _____ - _____ - _____ Date: ____ / ____ / ____
Last First Middle

Address: _____
Street City State Zip Code

Telephone #: (____) ____ - _____ Mobile/other #: (____) ____ - _____ Email address: _____

Referral source (how did you hear about us?) _____

Are you under 18 years of age? Yes No

Have you ever been employed here before? If yes, give dates and positions Yes No

Are you legally eligible for employment in this country? Yes No

What is your primary (first) language? _____

Do you speak a secondary language? If so, what is it? _____

Date available for work: ____ / ____ / ____ Desired wage range? \$ _____

Answering "yes" to the following question 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.

Have you ever pled "guilty" or "no contest" to or been convicted of a crime? Yes No

If yes, please provide the date(s) and details _____

Employment History

Starting with your most recent employer, provide the following information:

Employer: _____ Phone#: (____) ____ - _____ Dates employed: ____ / ____ to : ____ / ____
MM / YYYY MM / YYYY

Address: _____
Street City State Zip Code

Job title: _____ Why did you leave? _____

What did you like most about the position? _____

What were the things you liked least about the position? _____

Immediate supervisor and title: _____ May we contact for reference?
 Yes No Later

Starting compensation: Hourly Salary \$ _____ per _____ Commission/bonus/other: _____

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Employment History (Continued)

Employer: _____ Phone#: (____) ____ - _____ Dates employed: ____ / ____ to : ____ / ____
MM / YYYY MM / YYYY

Address: _____
Street City State Zip Code

Job title: _____ Why did you leave? _____

What did you like most about the position? _____

What were the things you liked least about the position? _____

Immediate supervisor and title: _____ May we contact for reference?
 Yes No Later

Starting compensation: Hourly Salary \$_____ per _____ Commission/bonus/other: _____

Employer: _____ Phone#: (____) ____ - _____ Dates employed: ____ / ____ to : ____ / ____
MM / YYYY MM / YYYY

Address: _____
Street City State Zip Code

Job title: _____ Why did you leave? _____

What did you like most about the position? _____

What were the things you liked least about the position? _____

Immediate supervisor and title: _____ May we contact for reference?
 Yes No Later

Starting compensation: Hourly Salary \$_____ per _____ Commission/bonus/other: _____

Skills and Qualifications

Summarize any special training skills, licenses and/or certificates that may assist you in performing the position for which you are applying _____

Computer Skills

On a scale of 0 to 4 circle the number that best reflects your computer experience:

Type/Other Relevant Info	No Experience	Some Experience	Proficient	Extremely Proficient	Expert	Certification
E-mail: _____	0	1	2	3	4	_____
Data Bases: _____	0	1	2	3	4	_____
Internet: _____	0	1	2	3	4	_____
Presentation: _____	0	1	2	3	4	_____
Spreadsheet: _____	0	1	2	3	4	_____
Word Processing: _____	0	1	2	3	4	_____
Other: _____	0	1	2	3	4	_____

Educational Background

Starting with your most recent school, provide the following information:

School (include city and state)	Year Completed	Diploma/Certification Achieved	GPA/Class Rank	Major/Minor

References

List three business/work references who are not related to you.

If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Number 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 or 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 conclusion 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 written 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 assurance to the contrary and that 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 (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

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

Signature of Applicant _____

Date: ____ / ____ / ____