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Employment Application

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) Applied For: _____ Date of Application _____

How Did You Learn About Us? Advertisement Relative Inquiry Employment Agency Friend

Other _____

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever filed an application with us before? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment) Yes No

Are you available to work: Full-Time Part Time Temporary

Please Indicate when available _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No



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Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race religion, national origin, age, ancestry, disability or other protected status:

Decribe any job-related skills, qualifications, specialized training, apprenticeship, skills, and extra curricula acvities:

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email Address _____



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Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



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Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Human Resources Department Only

Application Received Date _____ Received by _____

Position(s) Applied For Is Open Yes No

Position(s) Considered For: _____