Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, ancestry, national origin, age or disability.

(PLEASE PRINT OR TYPE)

Position(s) Applied For:	,			,	Date of Appli	cation
How did you learn about us?					I	
☐ Advertisement	☐ Friend	□ Wal	k-in			
☐ Employment Agency	☐ Relative	□ Oth	er			
Last Name	Firs	t Name			Middle Name	
Address	Street	Cit	ty		State	Zip
				•		
Telephone Number(s)				Social Security No	umber	
				1		
15 1 40						•
If you are under 18 years		i provide required			□ Voo	□ No
proof of your eligibility to	WOIK?				☐ Yes	□ No
Have you ever filed an ap	oplication with us	s before?			□ Yes	□ No
				If yes, gi		
Have you ever been emp	loyed with us be	efore?		_	☐ Yes	□ No
				If yes, gi	ve date	
Are you currently employ	ed?				□ Yes	□ No
The you currently employ	cu:					
May we contact your pres	sent employer?				☐ Yes	□ No
Are you prevented from I	•	•	S			
country because of Visa	•				□ Yes	□ No
,						
On what date would you	be available for	work?				
·						
Are you available to work	:: 🗆 Full T	ime 🛚 Part Tin	ne	☐ Shift Work	☐ Tempoi	ary
Are you currently on "lov	off" atatus and s	which to recall?			□ Voo	□ No
Are you currently on "lay-	•บท รเสเนร สที่ 8	subject to recall?			☐ Yes	□ No
Have you been charged	or convicted of a	felony within the	last	7 years?	☐ Yes	□ No
Conviction will not necessarily disqualify an		,		,		
If Yes, please explain						

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School		N/A		N/A
High School		N/A		
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read, and/or write.						
	FLUENT GOOD FAIR					
SPEAK						
READ						
WRITE						

Describe any specialized training, apprenticeship, skills and extra-curricular activities.	
	_
	_
	_
	_

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, creed, gender, ancestry, national origin, age or disability.

national origin, age or disat	ollity.			
Employer		Dates E	mployed	Work Performed
		From	То	
Address				
Telephone Number(s)		Hourly Ra Starting	ate/Salary Final	
Job Title	Supervisor	Otarting	T IIIGI	
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	То	
Address				
Telephone Number(s)		Hourly Ra	ate/Salary Final	
Job Title	Supervisor			
Reason for Leaving	I			
Employer		Dates E	mployed	Work Performed
Employer				Work Performed
Employer Address		Dates E	mployed To	Work Performed
Address		From	То	Work Performed
		From Hourly Ra	То	Work Performed
Address	Supervisor	From	To ate/Salary	Work Performed
Address Telephone Number(s)	Supervisor	From Hourly Ra	To ate/Salary	Work Performed
Address Telephone Number(s) Job Title	Supervisor	From Hourly Ra	To ate/Salary Final	Work Performed Work Performed
Address Telephone Number(s) Job Title Reason for Leaving	Supervisor	From Hourly Ra Starting	To ate/Salary Final	
Address Telephone Number(s) Job Title Reason for Leaving	Supervisor	From Hourly Ra Starting Dates E	To ate/Salary Final mployed	
Address Telephone Number(s) Job Title Reason for Leaving Employer	Supervisor	From Hourly Ra Starting Dates E From Hourly Ra	To ate/Salary Final mployed To ate/Salary	
Address Telephone Number(s) Job Title Reason for Leaving Employer Address	Supervisor	From Hourly Ra Starting Dates E From	To ate/Salary Final mployed To	

If you need additional space, please continue on a separate sheet of paper.

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

Additional Information			
Other Qualifications Summarize special job-related skills and qualifications	ations acquired from ε	employment o	or other experience.
Specialized Skills Check Skills/	Equipment Operated		
 □ Photocopier □ PC □ Microsoft Office □ Calculator □ PBX System 	Production/M Machinery (lis		Other (list):
☐ Calculator ☐ PBX System ☐ Typewriter ☐ Lemberger Softv	vare		
State any additional information you feel may be he	elpful to us in consider	ng your appl	ication.
Note to Applicants: DO NOT ANSWER THIS QUESTHE REQUIREMENTS OF THE JOB FOR WHICH			INFORMED ABOUT
Are you capable of performing in a reasonable mareasonable accommodation, the essential functions occupation for which you have applied? A description	s involved in the job or iption of the essentia	or al	
functions involved in such a job or occupation is atta	ached.	☐ YES	□ NO
Can you travel if a job requires it? References		☐ YES	□ NO
1.		()	
(Name)			Phone #
(Address)		()	

	(Name)		Phone	#
	(Address)			
3.	(Name)		() Phone	#
	(Address)			
4.	(Name)		() Phone	#
	(Address)			
A 11 41				
Applicant'	s Statement			
I certify that answ	ers given herein are true a	nd complete to the best of m	ny knowledge.	
I authorize inves	stigation of all statements	contained in this applica	ation for employme	ent as may be
necessary in arriv	ring at an employment deci	sion.		
applicant wishing		nsidered active for a period syment beyond this time per me.		•
relationship with the any time and the understood that the	this organization is of an " e Employer may discharg his " at will "employment r	unless otherwise defined bat will "nature, which mear e Employee at any time welationship may not be char acknowledged in writing	ns that the Employe with or without caus nged by any written	e may resign at se. It is further document or by
	result in discharge. I und	hat false or misleading info derstand, also, that I am r		
	Signature of Applicant		Date	
	FOR PERSON	NEL DEPARTMENT (USE ONLY	
Arrange Intervie	w □ Yes □ No			
Remarks				
Employed			Interviewer	Date

Job Title		lourly Rate/ Salary ₋		Department			
	Ву		Name and Title		D) Date	

Notes:

FOR PERSONNEL DEPARTMENT USE ONLY						
Position(s) Applied For Is Open:	□ Yes	□ No				
Position(s) Considered For:						
		Date:				

Notes: