

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 Application
How did you learn about us?	
☐ Advertisement	☐ Friend
☐ Employment Agency	☐ Relative
	☐ Walk-in
	☐ Other _____

Last Name	First Name	Middle Name
Address	Street	City
		State
		Zip
Telephone Number(s)	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes

☐ No

Have you ever filed an application with us before?

☐ Yes

☐ No

If yes, give date

Have you ever been employed with us before?

☐ Yes

☐ No

If yes, give date

Are you currently employed?

☐ Yes

☐ No

May we contact your present employer?

☐ Yes

☐ No

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

On what date would you be available for work?

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and 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 applicant from employment.

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.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

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 acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

- ☐ Photocopier
- ☐ PC
- ☐ Calculator
- ☐ Typewriter

- ☐ Fax
- ☐ Microsoft Office 97
- ☐ PBX System
- ☐ Lemberger Software

Production/Mobile
Machinery (list):

Other (list):

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the essential functions involved in the job or occupation for which you have applied? A description of the essential functions involved in such a job or occupation is attached.

☐ YES

☐ NO

Can you travel if a job requires it?

☐ YES

☐ NO

References

1. () Phone #
(Name)
(Address)
2. ()

	(Name)	Phone #
	(Address)	
3.	(Name)	() Phone #
	(Address)	
4.	(Name)	() Phone #
	(Address)	

Applicant's Statement

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “ *at will* ” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “ *at will* ” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

Employed ☐ Yes ☐ No

Date of
Employment _____

Interviewer _____

Date _____

Job Title	Hourly Rate/ Salary	Department
By		Date
Name and Title		

Notes:

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

Notes: