

# Application for Employment

Equal access to programs, services, and employment is available to all persons. Those applications 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 # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
                     Last                                      First                                      Middle

Address \_\_\_\_\_  
                                     Street                                      City                                      State                                      Zip

Telephone # (\_\_\_\_) \_\_\_\_\_ Mobile/Beeper/Other # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? ..... Yes No  
 If **no**, please explain \_\_\_\_\_

Have you ever been employed here before? If **yes**, give dates and position \_\_\_\_\_ Yes No

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

Dates available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Type or employment desired      Full Time      Part-Time      Temporary      Seasonal      Educational

Driver's license number if driving may be required in position for which you are applying \_\_\_\_\_ State \_\_\_\_

**Answering yes to the following 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.**

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

If **yes**, please provide date(s) details \_\_\_\_\_

## Employment History:

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

| Employer   | Telephone #                                |
|--|--|
| Street address   | City State to                              |
| Starting job title/final job title                             | Dates employed                             |
| Immediate supervisor and title (for most recent position held) | May we contact for reference? Yes No Later |
| Why did you leave?   |  |
| Summarize the type of work performed and job responsibilities  |  |
| What did you like most about your position?                    |  |
| What were the things you liked least about the position?       |  |
| Hourly Salary \$ per   | Hourly Salary \$ per                       |
| Compensation (starting)  | Compensation (final)                       |

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Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

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Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ to \_\_\_\_\_

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Starting job title/final job title \_\_\_\_\_ Dates employed \_\_\_\_\_ Yes No Later

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Immediate supervisor and title (for most recent position held) \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

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Why did you leave? \_\_\_\_\_

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Summarize the type of work performed and job responsibilities \_\_\_\_\_

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What did you like most about your position? \_\_\_\_\_

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What were the things you liked least about the position? \_\_\_\_\_

|                         |              |          |           |                      |              |          |           |
|-------------------------|--------------|----------|-----------|----------------------|--------------|----------|-----------|
| Hourly _____            | Salary _____ | \$ _____ | per _____ | Hourly _____         | Salary _____ | \$ _____ | per _____ |
| Compensation (starting) |              |          |           | Compensation (final) |              |          |           |

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Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

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Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ to \_\_\_\_\_

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Starting job title/final job title \_\_\_\_\_ Dates employed \_\_\_\_\_ Yes No Later

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Immediate supervisor and title (for most recent position held) \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

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Why did you leave? \_\_\_\_\_

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Summarize the type of work performed and job responsibilities \_\_\_\_\_

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What did you like most about your position? \_\_\_\_\_

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What were the things you liked least about the position? \_\_\_\_\_

|                         |              |          |           |                      |              |          |           |
|-------------------------|--------------|----------|-----------|----------------------|--------------|----------|-----------|
| Hourly _____            | Salary _____ | \$ _____ | per _____ | Hourly _____         | Salary _____ | \$ _____ | per _____ |
| Compensation (starting) |              |          |           | Compensation (final) |              |          |           |

**Skills and Qualifications**

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

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience)

|                       |             |
|-----------------------|-------------|
| Word Processing _____ | Years _____ |
| Spreadsheet _____     | Years _____ |
| Presentation _____    | Years _____ |
| E-Mail _____          | Years _____ |
| Internet _____        | Years _____ |
| Other _____           | Years _____ |

**Educational Background**

Starting with your most recent school attended, provide the following information.

| School (include city and state) | Years Completed | Completed   | GPA<br>Class Rank | Major/Minor |
|---------------------------------|-----------------|---|-------------------|-------------|
|                                 |                 | Diploma _____ GED _____<br>Degree _____<br>Certification _____<br>Other _____ |                   |             |
|                                 |                 | Diploma _____ GED _____<br>Degree _____<br>Certification _____<br>Other _____ |                   |             |
|                                 |                 | Diploma _____ GED _____<br>Degree _____<br>Certification _____<br>Other _____ |                   |             |

**References**

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. 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 this 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 truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any 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 for me 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 with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or 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 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 hire, I will be required to provide proof of identity and legal authorization 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** \_\_\_\_\_