



## Employment Application

Equal access to programs, services and employment is available to all positions. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name \_\_\_\_\_  

Last
First
Middle

Address \_\_\_\_\_  

Street
City
State
Zip Code

Telephone#( ) \_\_\_\_\_ Cell/Other Phone#( ) \_\_\_\_\_ Email Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Referral Source** (Please check the appropriate category and list the source.)

- Walk-In \_\_\_\_\_
- Employee \_\_\_\_\_
- Advertisement \_\_\_\_\_
- Company's Website \_\_\_\_\_
- Other Website \_\_\_\_\_
- School \_\_\_\_\_
- Job Fair \_\_\_\_\_
- Staffing Agency \_\_\_\_\_
- Other \_\_\_\_\_
- Gov't Employment Agency \_\_\_\_\_

If necessary, best time to call you is \_\_\_\_\_  

Home
Cellular/Other

May we contact you at work?  Yes  No  
 If Yes, work number and best time to call:  
 ( ) \_\_\_\_\_

Have you submitted an application here before?  
 Yes  No  If Yes, give date(s) and position(s):  
 \_\_\_\_\_

Have you ever been employed here before?  
 Yes  No  If Yes, give date(s) and position(s):  
 From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from this company? Yes  No

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

Date available for work \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Will you relocate if job requires it?  
 Yes  No

Type of employment desired:  
 Full Time  Part Time  Temporary   
 Educational Co-Op  Seasonal

If they have been explained to you, are you able to meet the attendance requirements of the position? N/A   
 Yes  No

Will you work overtime if required?  
 Yes  No  If **no**, please explain:  
 \_\_\_\_\_

Are you able to perform the "essential function" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addresses at a later stage to the extent permitted by law.

Yes  No   Need more information about the job's "essential functions" to respond

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? Yes  No  If **yes**, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

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## Employment History

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

Employer	Telephone # ( ) _____	Month	Year	to	Month	Year
Street Address		Dates employed: / to /				
Starting job title/final job title						
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later					
Why did you leave?	Email:					

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?

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Street Address		Dates employed: / to /				
Starting job title/final job title						
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later					
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Starting job title/final job title						
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later					
Why did you leave?	Email:					

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?

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**Employment History (Continued)**

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes  No

If **yes**, please explain \_\_\_\_\_

**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 (Check appropriate boxes, and range you fall into for experience.)

- Microsoft Office                      Years: \_\_\_\_\_                       Other                      \_\_\_\_\_                      Years: \_\_\_\_\_  
 1 (Not Proficient)  2 (Some what proficient)                       Other                      \_\_\_\_\_                      Years: \_\_\_\_\_  
 3 (Proficient)    4 (Very Proficient)    5 (Extremely proficient)                       Other                      \_\_\_\_\_                      Years: \_\_\_\_\_

**Educational Background**

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

School (Include City and State)	Years Completed	Completed	GPA	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		

**References**

List name and telephone numbers 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	E-mail	# of Years known

**Related Information**

To what job-related organizations (Professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

In your current or a previous job, have you ever written instructions or directions to be followed by employees or customers?

- Yes  No                        Not Applicable

If **yes**, please explain: \_\_\_\_\_

Is there any other job-related information you want us to know about you? \_\_\_\_\_

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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, it's 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 90 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 hired, 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.

**This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This company likewise does not tolerate harassment based on sex, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

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

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