

APPLICATION FOR EMPLOYMENT

NAME: _____

POSITION: _____

DATE: _____ / _____ / _____

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.

(PLEASE PRINT)

| | | |
|--------------------------------------------|-----------------------------------|--------------------------------------|
| Position(s) Applied For | Date of Application | |
| How Did You Learn About Us? | | |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friend | <input type="checkbox"/> Inquiry |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____ |

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

Best time to contact you at home is: _____:_____ ^{AM}/_{PM}

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 _____

Do any of your friends or relatives, other than spouse, work here? Yes No
If Yes, state name, relationship and location _____

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? Yes No
Proof of citizenship or immigration status will be required upon employment.

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available ____/____ - ____/____)

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

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NAME: _____ POSITION: _____ DATE: _____ / _____ / _____

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

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

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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:

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ADDITIONAL INFORMATION

Other Qualifications *Summarize special job-related skills and qualifications acquired from employment or other experience.*

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SPECIALIZED SKILLS (Skills/Equipment Operated)

| | | | |
|-------------------------------------|------------------------------------------|---------------------------------------|--------------|
| <input type="checkbox"/> Terminal | <input type="checkbox"/> Spreadsheet | Production/Mobile Machinery (list) | Other (list) |
| <input type="checkbox"/> PC/MAC | <input type="checkbox"/> Word Processing | _____ | _____ |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Shorthand | _____ | _____ |
| WPM _____ | WPM _____ | _____ | _____ |

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

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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 activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ___ YES ___ NO

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members or past supervisors.*

| Name | Phone Number | Best Time to Call | Occupation |
|------|--------------|-------------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

EDUCATION

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

WORK 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, gender, national origin, disabilities or other protected status.

| Employer | Dates Employed | | Work Performed |
|----------------------------|--------------------|-------|----------------------------------------------------------|
| | From | To | |
| Address | | | |
| Telephone Number(s) | Hourly Rate/Salary | | |
| Starting/Present Job Title | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | May We Contact? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Employer | Dates Employed | | Work Performed |
|----------------------------|--------------------|-------|----------------------------------------------------------|
| | From | To | |
| Address | | | |
| Telephone Number(s) | Hourly Rate/Salary | | |
| Starting/Present Job Title | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | May We Contact? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Employer | Dates Employed | | Work Performed |
|----------------------------|--------------------|-------|----------------------------------------------------------|
| | From | To | |
| Address | | | |
| Telephone Number(s) | Hourly Rate/Salary | | |
| Starting/Present Job Title | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | May We Contact? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Employer | Dates Employed | | Work Performed |
|----------------------------|--------------------|-------|----------------------------------------------------------|
| | From | To | |
| Address | | | |
| Telephone Number(s) | Hourly Rate/Salary | | |
| Starting/Present Job Title | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | May We Contact? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Comments: Include explanation of any gaps in employment.

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