

EMPLOYMENT APPLICATION

Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Date:

/ /

APPLICANT DATA

Full Name: _____ Position Applied For: _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____ Email Address: _____

Date available to start: _____ Desired Salary: _____

If you are under 18 and we require a work permit, can you furnish one? Yes No

If no, please explain: _____

Have you ever worked for this company? Yes No If yes, when? _____

Are you a citizen of the United States? Yes No If not, are you legally allowed to work in the United States? Yes No

Type of employment desired: Full-Time Part-Time Temporary Seasonal

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

If yes, give dates and details: _____

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied will be considered.

Driver's License number if applicable to position: _____ State: _____

Who referred you to us? _____

EDUCATION

High School: _____ Address: _____

of Years Completed: _____ Did you Graduate? Yes No From: _____ To: _____

GPA: _____ Class Rank: _____

College/University: _____ Address: _____

of Years Completed: _____ Did you Graduate? Yes No From: _____ To: _____

Major: _____ GPA: _____ Class Rank: _____

Other: _____ Address: _____

of Years Completed: _____ Did you Graduate? Yes No Degree: _____ From: _____ To: _____

Major: _____ GPA: _____ Class Rank: _____

REFERENCES

Please furnish the names, addresses and telephone numbers of three people to whom you are not related and by whom you have not been employed:

Name: _____ Telephone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Telephone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Telephone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

☞SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS☞

☞PREVIOUS EMPLOYMENT☞

Begin with the most recent position:

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Telephone:(_____) Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Telephone:(_____) Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Telephone:(_____) Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

May we contact this employer for a reference? Yes No

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability when responding to inquiries in connection with my application.

In the even I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Employee Signature: _____ Date: _____