

Application for Employment

PLEASE PRINT IN INK

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

Position(s) applying for _____ Date of Application ____/____/____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone #_(____)_____ Cell/Other #_(____)_____ Email Address _____

If you are under 18 years of age, can you furnish a work permit? Yes No

If no, please explain. _____

Have you ever been employed here before? Yes No *If yes, give dates and positions* _____

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

Dave available to begin work ____/____/____ What are your salary expectations? \$_____

Type of Employment Desired? Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to meet the attendance requirements of the position? Yes No

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

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE 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.

Driver's License number if driving is an essential job function _____ State _____

Employment History

Provide the following information regarding your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE # ()
JOB TITLE		ADDRESS	
SUPERVISOR'S NAME, TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT AS A REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No			
REASON FOR LEAVING		HOURLY RATE/SALARY: STARTING \$_____ PER _____ ENDING \$_____ PER _____	

FROM	TO	EMPLOYER	TELEPHONE # ()
JOB TITLE		ADDRESS	
SUPERVISOR'S NAME, TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT AS A REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No			
REASON FOR LEAVING		HOURLY RATE/SALARY: STARTING \$_____ PER _____ ENDING \$_____ PER _____	

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MAY WE CONTACT AS A REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No			
REASON FOR LEAVING		HOURLY RATE/SALARY: STARTING \$_____ PER _____ ENDING \$_____ PER _____	

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JOB TITLE		ADDRESS	
SUPERVISOR'S NAME, TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT AS A REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No			
REASON FOR LEAVING		HOURLY RATE/SALARY: STARTING \$_____ PER _____ ENDING \$_____ PER _____	

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Educational Background (if job related)

NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	COURSE OF STUDY (MAJOR/DEGREE)
HIGH SCHOOL			
COLLEGE			
OTHER			

References

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	()	
	()	
	()	

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

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) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

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 such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 2 years. 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 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 without prior notice and the employer reserves the same right to terminate my employment at any time, with or without cause and 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 CEO or President.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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.

Applicant Signature _____ **Date** ____/____/____