

APPLICATION FOR EMPLOYMENT

Please **TYPE** or **PRINT** clearly. *This application must be completed and signed personally by the applicant.* Each question must be answered in full. If answer is NO or NONE, indicate same. We appreciate your interest in our organization.

This organization is an Equal Opportunity Employer. We consider all applications for all positions without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, genetic predisposition or carrier status, marital status, gender identity or expression, veteran status, or any other legally protected status or class. Applicants requiring reasonable accommodation to participate in the application and /or interviewing process are encouraged to contact our Main Office.

NAME: Last First Middle Initial

PERMANENT ADDRESS:

Street City State Zip Code Telephone Number

1. Are you eighteen (18) years of age or older? yes no
2. Are you employed now? yes no
If so, may we inquire of your present employer? yes no
3. Position applied for: _____ Rate of pay extended \$ _____/wk
4. Other position (s) qualified for: _____
5. Are you legally eligible for employment in the United States? yes no
6. Check shift (s) you can work: Full-time Part-time Day Evening Night
7. Special Licenses or Certifications: _____
Expiration Date: _____
8. Have you been convicted of and/or plead guilty to a felony or misdemeanor in the past seven (7) years? yes no
If yes, please list the specific nature and details of the crime(s), date(s), court location, sentencing information, and disposition of Sentence on an attached piece of paper. (Please note: a conviction record will not necessarily be a bar to employment.)
9. Have you ever been employed by this company? yes no
10. **American with Disabilities Act Clarification:** If a job description has been provided, can you perform the essential job functions of the position you have applied for with or without reasonable accommodation? yes no

EDUCATION:

Circle Highest Grade Completed:	Grade School	High School	College	Graduate
	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
	Name and Location		Course	Degree

High School _____

College _____

Other Graduate, Business or Vocational School, or Other Training Skills: _____

Military Service Branch: _____ Years Served: _____ Training & Experience: _____

EMPLOYMENT RECORD (List most recent first)

Name of Company _____ Address _____ Phone _____

Dates of Employment: From _____ To _____ Salary Start: \$ _____ per _____
Type of Business: _____ Last: \$ _____ per _____
Your Position/Title: _____ Supervisor _____
Reason for leaving _____
Briefly Describe Your Duties and Responsibilities _____

Name of Company _____ Address _____ Phone _____

Dates of Employment: From _____ To _____ Salary Start: \$ _____ per _____
Type of Business: _____ Last: \$ _____ per _____
Your Position/Title: _____ Supervisor _____
Reason for leaving _____
Briefly Describe Your Duties and Responsibilities _____

Name of Company _____ Address _____ Phone _____

Dates of Employment: From _____ To _____ Salary Start: \$ _____ per _____
Type of Business: _____ Last: \$ _____ per _____
Your Position/Title: _____ Supervisor _____
Reason for leaving _____
Briefly Describe Your Duties and Responsibilities _____

Explain and give details of any period(s) in which you were unemployed for more than 30 days: (Use additional sheet)

REFERENCES:(Other than relatives or former supervisors) (List three)

Name	Complete Address	Phone	Occupation	Years Known

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired. I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record and references, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree, that if hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time without any prior notice.

Date _____ Signature of Applicant _____