

Application for Employment

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

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| Applicant Information | | | | | | | | | | | | | |
| Position Applied for: | | | | Resume Included?  Yes  No | | | | | | Date: | | | |
| Last Name: First Name: Middle Name: | | | | | | | | | | | | | |
| Street Address: | | | | | | | | | | Apt/Unit #: | | |  |
| City: | | | State: | | | | | | | Zip Code: | | | |
| Telephone #: | | | E-mail Address: | | | |  | | | | | | |
| Mobile #: | | | Referral Source:  Family  Friend  Other/List: | | | | | | | | | | |
| Date Available for Work: | | Social Security Number: | | | | | | | Desired Salary: | | |  | |
| If you are under 18 and it’s required, can you furnish a work permit?  Yes  No If no, please explain: | | | | | | | | | | | | | |
| Type of employment desired:  Full-Time  Part-Time  Temporary  Other/List: | | | | | | | | | | | | | |
| Are you legally eligible for employment in this country?  Yes  No | | | | | | | | | | | | | |
| Driver’s License Number required if driving required in the job for which you are applying. DL#: State: | | | | | | | | | | | | | |
| Are you able to perform the essential functions of the job for which you are applying (with our without reasonable accommodations)?  Yes  No  Need more information about the job “essential functions” to respond | | | | | | | | | | | | | |
| Have you ever worked for this company?  Yes  No If yes, please provide dates and details | | | | | | | | | | | | | |
| Have you ever been convicted of a felony?  Yes  No If yes, please provide dates and details | | | | | | | | | | | | | |
| Education (Starting with your most recent school attended) | | | | | | | | | | | | | |
| School: | | | | | | City and State: | | | | | | | |
| Type:  High School  College  Other/: | | | | | | | | | | | | | |
| From:  To: | Degree:  Diploma  GED  Certificate  Degree/List: | | | | | | | | | | GPA: | | |
| School: | | | | | | City and State: | | | | | | | |
| Type:  High School  College  Other/: | | | | | | | | | | | | | |
| From:  To: | Degree:  Diploma  GED  Certificate  Degree/List: | | | | | | | | | | GPA: | | |
| School: | | | | | | City and State: | | | | | | | |
| Type:  High School  College  Other/: | | | | | | | | | | | | | |
| From:  To: | Degree:  Diploma  GED  Certificate  Degree/List: | | | | | | | | | | GPA: | | |
| References | | | | | | | | | | | | | |
| Please list three professional references | | | | | | | | | | | | | |
| Full Name: | | | | | Relationship: | | | | |  | | | |
| Company: | | | | | Telephone #: | | | #: | | | | | |
| Address: | | | | | | | | | | | | | |
| Full Name: | | | | | Relationship: | | | | |  | | | |
| Company: | | | | | Telephone #: | | | | | | | | |
| Address: | | | | | | | | | | | | | |
| Full Name: | | | | | Relationship: | | | | |  | | | |
| Company: | | | | | Telephone #: | | | | | | | | |
| Address: | | | | | | | | | | | | | |

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| Skills and qualificationS |
| Summarize any special training, skills, licenses and/or certificates |
|  |
| Computer Skills (Check appropriate boxes. Include software titles and years of experience) |
| Word Processing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years:\_\_\_\_\_  E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years:\_\_\_\_\_ **SPREADSHEET:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEARS:\_\_\_\_\_**  **INTERNET:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEARS:\_\_\_\_\_**  **PRESENTATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEARS:\_\_\_\_\_**  **OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEARS:\_\_\_\_\_**  **WPM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (TYPING SPEED)** |

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| EMPLOYMENT HISTORY | | | | | | | | | | | |
| Starting with your most recent employer, provide the following information | | | | | | | | | | | |
| Company: | | |  | | | | | | Telephone #: | |  |
| Address: | |  | | | | | | | Supervisor: | | |
| Job Title: | |  | | Starting Salary $: Ending Salary $: | | | | | | | |
| Responsibilities: | | | | |  | | | | | | |
| From: To: | | | | | | | | Reason for Leaving: | |  | |
| May we contact your previous supervisor for a reference? YES  NO  LATER | | | | | | | | | | | |
| Company: | | |  | | | | | | Telephone #: | |  |
| Address: | |  | | | | | | | Supervisor: | | |
| Job Title: | |  | | Starting Salary $: Ending Salary $: | | | | | | | |
| Responsibilities: | | | | |  | | | | | | |
| From: To: | | | | | | | | Reason for Leaving: | |  | |
| May we contact your previous supervisor for a reference? YES  NO  LATER | | | | | | | | | | | |
| Company: | |  | | | | | | | Telephone #: | |  |
| Address: | |  | | | | | | | Supervisor: | | |
| Job Title: | |  | | Starting Salary $: Ending Salary $: | | | | | | | |
| Responsibilities: | | | | |  | | | | | | |
| From: To: | | | | | | | | Reason for Leaving: | |  | |
| May we contact your previous supervisor for a reference? YES  NO  LATER | | | | | | | | | | | |
| Military Service | | | | | | | | | | | |
| Branch: |  | | | | | | | | From: To: | | |
| Rank at Discharge: | | | | | |  | | | Type of Discharge: | | |
| If other than honorable, explain: | | | | | | |  | | | | |
| Disclaimer, applicant statement and Signature | | | | | | | | | | | |
| I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.  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 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 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, race, color, religion, national origin, citizenship, age, disability, or any other protected status. This company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.  I understand this application will remain current for thirty (30) 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 and that no implied 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.  DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE DISCLAIMER AND APPLICANT STATEMENT.  I certify that I have read, fully understand and accept all terms of the foregoing Application Disclaimer and Applicant Statement. | | | | | | | | | | | |
| Signature: Date: | | | | | | | | | | | |