

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied for		Date of Application	
How Did You Hear About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other
Last Name	First Name	Middle Name	
Address			
City	State	Zip Code	Phone Number

Best time to contact you:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Other _____
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Have you ever filed an application with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If Yes, when? _____				
Have you ever been employed with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If Yes, when? _____				
Do any of your friends or relatives, other than spouse, work here?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If Yes, who/where? _____				
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
May we contact your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Date available for work ___/___/___	What is your desired salary range? _____			
Are you available to work:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary	
	<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends		
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Can you travel if a job requires it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<i>WE ARE AN EQUAL OPPORTUNITY EMPLOYER</i>				

EDUCATION

School	Name/Address of School	Major	Years Completed	Diploma/Degree
High School				
Undergrad College				
Graduate/Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or most recent job. Include any job-related military service and/or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates of Employment
Address	Telephone Number
Job Title	Supervisor
Work Performed	
Reason for Leaving	

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

Name	Phone Number	Relationship	Years Known

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

ADDITIONAL INFORMATION / SPECIALIZED SKILLS

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

Note to Applicant: 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 occupation for which you have applied? Yes No

APPLICANT’S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am require to abide by all rules and regulations of the employer.

Signature of Applicant

Date