

Application For Employment

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

(PLEASE PRINT)

Position Applied for:	Date of application:
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
Last Name	First Name
	Middle Name
Address Number	City
And Street	State
	Zip Code
Telephone Number(s)	Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If Yes, give date

Have you ever been employed with us before?

Yes No

If Yes, give date

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work?

Are you available to work Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall.

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes please explain:

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

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

Describe any job-related training received in the United States Military.

Employment Experience

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

Employer		Dates Employed From/To		Work Performed
Address				
Telephone Number (s)		Hourly Rate/Salary	Hourly Rate/Salary	Work Performed
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From/To		Work Performed
Address				
Telephone Number (s)		Hourly Rate/Salary	Hourly Rate/Salary	Work Performed
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From/To		Work Performed
Address				
Telephone Number (s)		Hourly Rate/Salary	Hourly Rate/Salary	Work Performed
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From/To		Work Performed
Address				
Telephone Number (s)		Hourly Rate/Salary	Hourly Rate/Salary	Work Performed
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List Professional, trade, business or civic actives and offices held.

You may exclude membership which would reveal gender race religion, national origin, age, ancestry, disability or other protected status.

Additional Information

Other Qualifications:

Summarize special job related skills and qualifications acquired from employment or other experience.

Specialized Skills Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC	<input type="checkbox"/> MS Excel	<hr/>	<hr/>
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	<hr/>	<hr/>
<input type="checkbox"/> Typewriter	<input type="checkbox"/> MS Word	<hr/>	<hr/>

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

Note to Applicants: 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 reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. YES NO

References

1. _____ ()
(Name) Phone #

(Address)

2. _____ ()
(Name) Phone #

(Address)

3. _____ ()
(Name) Phone #

(Address)
