

**EMPLOYMENT APPLICATION**

Should you need reasonable accommodation when completing the application form or during the selection process, contact the Human Resources Department or other designated company representative.

**Please print**

Today's date: \_\_\_\_\_

**GENERAL INFORMATION**

Name: \_\_\_\_\_  
Last First Middle

Present address: \_\_\_\_\_  
Street City State Zip Code

Home telephone number: (\_\_\_\_) \_\_\_\_\_ Message number: (\_\_\_\_) \_\_\_\_\_

Are you 18 years or older? .....  Yes  No

Are you legally authorized to work in the United States? .....  Yes  No

*Proof of eligibility documentation must be provided at time of hire as required by law.*

**EMPLOYMENT DESIRED**

Position applied for: \_\_\_\_\_  
*(Please specify one position only per application)*

Do you want to work:  Full-time  Part-time  Temporary  Seasonal / Intermittant

Specify days and hours available: \_\_\_\_\_

Date available to start work: \_\_\_\_\_ Salary expectations: \_\_\_\_\_

Have you applied for employment with this company within the last 12 months?  Yes  No

Have you ever worked for us before? .....  Yes  No

*(Please provide your name of record at that time, job title and dates of employment)*

## EDUCATION

List education:

	High School	Technical College	College	Graduate School
School name and location				
Years completed (check)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diploma/Degree/Certificate <i>(list type)</i>				

## SPECIAL SKILLS/ADDITIONAL TRAINING

Please describe any special job-related skills and qualifications acquired from employment, other education or volunteer experiences, etc. Do not include experiences which would indicate race, color, creed, religion, sex, sexual orientation, national origin, marital status, Vietnam-era veteran status, special disabled veteran status, status with regard to public assistance, membership or activity in a local commission, disability or age.

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## MISCELLANEOUS

Have you ever been convicted of a misdemeanor or felony?     Yes\*     No

If yes, please provide date of conviction, state and county and describe circumstances: \_\_\_\_\_

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Has your employment with any employer ever been involuntarily terminated?     Yes     No

If yes, please identify the employer, date of termination and reason for termination: \_\_\_\_\_

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*\*A conviction is not an automatic bar to employment. The type, seriousness, frequency of violations, recency, relevancy, work history, education and other circumstances will be considered.*

**EMPLOYMENT HISTORY**  
**(Please start with your present or most recent position)**

Name of employer:	Address:
Telephone number:	Position:
Dates employed: From: To:	Name and title of supervisor:
Reason for leaving:	
Brief description of your work and responsibilities: <hr/> <hr/> <hr/>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of employer:	Address:
Telephone number:	Position:
Dates employed: From: To:	Name and title of supervisor:
Reason for leaving:	
Brief description of your work and responsibilities: <hr/> <hr/> <hr/>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of employer:	Address:
Telephone number:	Position:
Dates employed: From: To:	Name and title of supervisor:
Reason for leaving:	
Brief description of your work and responsibilities: <hr/> <hr/> <hr/>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of employer:	Address:
Telephone number:	Position:
Dates employed: From: To:	Name and title of supervisor:
Reason for leaving:	
Brief description of your work and responsibilities: <hr/> <hr/> <hr/>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## REFERENCES

Please provide the names of three **business** references who are not related to you. If you do not have any employment-related references, please list individuals who can comment on your work skills.

Name	Phone number	Years known	In what capacity?

## SIGNATURE

**APPLICANT:** *Please read the following carefully before signing this application.*

- I certify the information given by me is true in all respects.
- I understand that the misrepresentation or omission of facts on this application, on my resume or during any stage of the hiring process will eliminate me from further consideration or if discovered after hire may result in the termination of my employment.
- I understand that the information contained in this employment application or my being invited to participate in any stage of the hiring process is NOT intended to create an employment contract between this Company and myself. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, for any reason or no reason, with or without notice, and this Company has the right to terminate my employment at any time, for any reason or no reason, with or without notice. This Company's policies and procedures, including employment at-will, cannot be modified in any way without express written intent to do so by the President of this organization.
- I understand that an offer of employment is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
- Unless otherwise noted above, I authorize this Company and its representatives to contact my prior employers, former supervisors and company personnel, schools and all others for the purpose of verifying the information I have supplied during the selection process and for obtaining job-related information regarding my knowledge, skills, abilities, performance of duties and compliance with policies. I authorize my prior employers to provide this Company any job-related information, personal or otherwise, they may have regarding me and I release this Company and them from any liability resulting from the release of this information. I further authorize all employers, schools and other persons to provide any information or transcripts that may be requested by this Company which will be used to determine if I am qualified to perform the job duties for which I am applying.
- I understand that all Company property must be returned and any indebtedness to the Company must be paid on or before my last day of work. I authorize the Company to deduct from my final paycheck an amount necessary to satisfy any unpaid obligation.

**By signing below, I acknowledge that I have read, understand and agree with the above statements.**

Signature: \_\_\_\_\_ Today's date: \_\_\_\_\_



# FAIR EMPLOYMENT REPORTING

(Affirmative Action)

Applicants are considered for all positions, & employees are treated during employment without regard to race, color or creed, religion, sex, marital status, national origin, ancestry, age, handicap, status as a disabled or Vietnam-era veteran, status with regard to public assistance, or affectional preference.

As an employer / government contractor, we comply with government regulations & affirmative action responsibilities. To assist with government record keeping, reporting, & other legal requirements please fill out the Affirmative Action Survey.

Providing this information is voluntary, refusal to provide information WILL NOT have negative effect on your status as an applicant.

Name: \_\_\_\_\_  
Last First Middle

Present address: \_\_\_\_\_  
Street City State Zip Code

Position applied for: \_\_\_\_\_

Referral source:

- College Relations \_\_\_\_\_
- Community Agency Referral \_\_\_\_\_
- Employee Referral \_\_\_\_\_
- Employment Agency Referral \_\_\_\_\_
- Job Service \_\_\_\_\_
- Newspaper Ad \_\_\_\_\_
- Rehire \_\_\_\_\_
- Walk In \_\_\_\_\_
- Web Site \_\_\_\_\_
- Other \_\_\_\_\_

Check one:  Male  Female

Check one of the following Race / Ethnic group:

- White
- Black or African American
- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Two or More Races

Check if any of the following are applicable:

- Handicapped Individual

A covered veteran includes a person in one or more of the following groups:

- Disabled veterans (who have the ability to perform the essential functions of positions with or without accommodation)
- Recently separated veterans (defined as veterans during the 3-yr period beginning on the date of veteran's discharge or release from active duty)
- Campaign veterans (who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized)
- Armed forces service medal veterans (who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985)

Signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

An Equal Opportunity Employer