

Application for Employment



Applicant Information				
Last Name		First Name, MI		Date
Mailing Address		City	State	Zip Code
Phone Number	Email Address		Social Security Number	
Position Applying For		Date Available	Desired Salary	

Are you a citizen of the United States? Yes No
 If no, are you authorized to work in the U.S.? Yes No

If you are under 18 years of age can you provide required proof of your eligibility to work? Yes No N/A

Have you ever filed an application this company before? Yes No
 If yes, provide the date you originally applied _____

Have you ever been employed by this company? Yes No
 If so, when? _____

Are you presently employed? Yes No

May we contact your current employer? Yes No

Are you available to work: Full-time Part-time Temporary
 If applying for part-time, number of hours available to work per week? _____

Are you bilingual? Yes No
 If so, what language(s) _____

Have you ever been convicted of a misdemeanor, gross misdemeanor or felony (excluding juvenile adjudication)?
 If yes, please provide date(s), time(s), locations(s), and circumstance(s). Include any conditions of your parole and/or probation, if applicable.

Note: An affirmative answer will not necessarily result in disqualification for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered. LACK OF REQUESTED INFORMATION IS BASIS FOR REJECTING AN APPLICATION.

If yes, please explain

Employment History

Please provide your full job history for the past seven years beginning with your most recent place of employment. Be sure to account for any gaps in employment.

Employer	From:	To:	Salary:
Address		Telephone:	Job Title:
Supervisor:	Reason for leaving:		
Description of Duties and Responsibilities			
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer	From:	To:	Salary:
Address		Telephone:	Job Title:
Supervisor:	Reason for leaving:		
Description of Duties and Responsibilities			
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer	From:	To:	Salary:
Address		Telephone:	Job Title:
Supervisor:	Reason for leaving:		
Description of Duties and Responsibilities			
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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

Education	High School	Undergraduate College/University	Graduate Professional
School Name			
Location			
Graduation Date			
Degree Received			

<p>Special Skills and Qualifications</p> <p>Summarize special job-related skills and qualifications acquired from employment or other experience.</p> <p>_____</p> <p>_____</p> <p>_____</p>

<p>References</p> <p>Give name and telephone number of three references who are not related to you.</p>			
	Name	Telephone	Relationship
1			
2			
3			

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status

<p>Applicant's Statement</p>	
<p>I hereby certify that the information on this application is correct and complete to the best of my knowledge. I understand that falsification or omission of any material information on this application or in the interviewing process or in my resume, or failure to pass the physical examination, if I receive a job offer, may be considered sufficient cause of immediate termination.</p> <p>I understand that 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</p> <p>I agree to have any of the statements herein, as well as my background investigated by the company or its agents. I understand that the background investigation may include, but is not limited to, reviewing my education, employment history, credit history, professional license, and public records and personal references. In consideration for reviewing my application and other related information, I hereby waive and release the company, its employees and agents, and all other entities and persons, and their respective employees and agents from any claims that I might have, including defamation and invasion of privacy, arising out of any verbal or written inquiries and/or any verbal or written responses related to investigation of my background as well as the use of disclosure of such information.</p> <p>I agree that if employed, I will abide by all policies and procedures established by the employer. 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, that the employer may terminate my employment at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the President/CEO of the employer. This constitutes my entire agreement with the company with regard to the matters set forth in this paragraph.</p>	
<p>_____</p> <p>Applicant Signature</p>	<p>_____</p> <p>Date</p>