

APPLICATION FOR EMPLOYMENT

(Please Print)

Position(s) Applied For

How Did You Learn About Us?

Advertisement

Relative

Inquiry

Employment Agency

Friend

Other: _____

Last Name

First Name

Middle Name

Street Address

City

State

Zip

Telephone Number(s)

Social Security Number

Best time to contact you at the telephone numbers you provided: _____

Have you ever filed an application with us before?

Yes

No

If yes, please provide the date: _____

Have you ever been employed with us before?

Yes

No

If yes, please provide the date: _____

Do any of your friends or relatives work here?

Yes

No

Are you currently employed?

Yes

No

If yes, may we contact your present employer?

Yes

No

Proof of identity and employment authorization will be required upon employment. Are you legally eligible for employment in the United States?

Yes No

Date available for work: _____

What is your desired wage range? _____

What type of employment hours are you applying for?

- Full Time
 Part Time
 Temporary

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

Yes No

Can you travel if a job requires it?

Yes No

Education

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

Please describe any specialized training, apprenticeship, skills and extra-curricular activities below.

Please describe any job-related training received in the United States military below.

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, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, genetic information, pregnancy, veteran status, military status, sexual orientation, unfavorable discharge from military service, or any other characteristic protected by law.

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Reason for Leaving: _____
Starting Hourly/Salary: _____ Final Hourly/Salary: _____
Work Performed: _____

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List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, genetic information, pregnancy, veteran status, military status, sexual orientation, unfavorable discharge from military service or any other characteristic protected by law.

Other Qualifications

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

Specialized Skills

Office

PC/Mac Spreadsheet

Words per minute: _____

Other: _____

Production

Please list all machinery that
 you have experience with:

Please state any additional information that you feel may be helpful to us in considering your application.

***Note to Applications:* DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN GIVEN THE JOB DESCRIPTION FOR THE POSITION FOR WHICH YOU ARE APPLYING.**

Are you able to perform the essential functions of the job with or without a reasonable accommodation for which you have applied? A review of the job description for the position for which I am applying to has been given to me.

Yes

No

References

Name: _____

Phone #: _____

Name: _____

Phone #: _____

Name: _____

Phone #: _____

Name: _____

Phone #: _____

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 application wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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 required to abide by all rules and regulations of the employer.

Disclaimer

I understand that all employees have entered and will enter into employment with this organization voluntarily, and with no specified length of employment. Accordingly, such employment is "at-will", which means that either the company or the at-will employee can terminate the relationship at will, with or without cause, at any time, regardless of the performance or length of employment.

I understand that employees with this organization do not have a contract of employment and that no circumstances arising out of employment with the company alter the "at-will" relationship unless it is changed by a written statement personally signed by the president of the company. I understand that no employee or officer of the company other than the president has the authority to change my status as an at-will employee.

No statements made by any representative of the company in the pre-hire interviews, in discussions, or in recruitment materials, may alter the at-will nature of employment or imply that discharge will occur only with cause. This policy isn't changed by any statements in this application or any other company literature, including, but not limited to, employment applications, memoranda and recruiting materials. None of these documents are intended to create an express or implied contract of employment for a definite period, nor state in any way that termination will occur for "just cause".

Signature of Applicant

Date