



APPLICATION FOR EMPLOYMENT (Please Print)

Position(s) Applied For: _____

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: _____

Prior history / current employment (Yes/No)

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

(These prompts and checkboxes are on page 1.)

Eligibility / Availability

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

Fill one row per level.

Elementary School

- Name & Address of School: _____
- Course of Study: _____
- Years Completed: _____
- Diploma/Degree: _____

High School

- Name & Address of School: _____
- Course of Study: _____
- Years Completed: _____
- Diploma/Degree: _____

Undergraduate College

- Name & Address of School: _____
- Course of Study: _____
- Years Completed: _____
- Diploma/Degree: _____

Graduate / Professional

- Name & Address of School: _____
- Course of Study: _____
- Years Completed: _____
- Diploma/Degree: _____



Other (Specify): _____

- Name & Address of School: _____
- Course of Study: _____
- Years Completed: _____
- Diploma/Degree: _____

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

Instructions: 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.

Job #1

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Reason for Leaving: _____
Work Performed: _____



Job #2

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Reason for Leaving: _____
Work Performed: _____

Job #3

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Reason for Leaving: _____
Work Performed: _____

Job #4

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Reason for Leaving: _____
Work Performed: _____

Activities and Qualifications

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

(You may exclude memberships which would reveal protected characteristics as listed in the Employment Experience instructions.)

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:

Additional Information

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



Note to Applicants: 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?

Yes No

A review of the job description for the position for which I am applying has been given to me.

Yes No

References (4)

Reference #1

Name: _____

Phone #: _____

Reference #2

Name: _____

Phone #: _____

Reference #3

Name: _____

Phone #: _____

Reference #4

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 arrival at an employment decision.

This application for employment shall be considered active for a period not to exceed 45 days. Any application wishing to be considered for employment beyond this time period should inquire as to whether 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 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 to state in any way that termination will occur for "just cause".

Signature of Applicant: _____ **Date:** _____