



APPLICATION FOR EMPLOYMENT

Please complete all fields. INCOMPLETE OR UNSIGNED applications could disqualify your form future consideration. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability status, protected veteran status or any other legally protected status. Do you need an accommodation to participate in the application or interview process?
 Yes No

Position(s) Applied For: _____

Date of Application: _____

Last Name: _____ **First Name:** _____ **Middle:** _____

Address: Street: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number(s): _____

Email Address: _____

How did you learn About Us?

Advertisement () Friend () Walk-in () Relative ()
Employment Agency () Web Site () Other ()

Are you over age of 18 years? If no, you may be required to provide required authorization to work.
 Yes No

Have you ever filed an application with us before? Yes No
(If yes, please give date: _____)

Have you ever been employed with us before? Yes No
(If yes, please give date: _____ Job Title: _____)

Are you able to perform the essential functions of the job you are applying for? Yes No

Are you currently employed? Yes No

Are you legally eligible for employment in the United States? Yes No
(Proof of identity and eligibility will be required upon employment).

On what date would you be available for work? _____

Can you travel if a job requires it? Yes No

Education

	Elementary School				High School				Undergraduate University				Graduate Professional			
School Name & Location																
Years Completed	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree					Y		N		Y		N		Y		N	
Describe Course of Study																

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

Describe any honors you have received:

Check level of proficiency in the following Windows applications:

	Proficient	Good	Fair
Word			
Excel			
Access			
Quickbooks			
Outlook			
Other software programs (please list below)			

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

(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status)

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

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, handicap or other protected status.

Employer		Dates Employed From To	
Address			Telephone
Job Title	Supervisor		Reason for Leaving
Work Performed _____ _____			
Employer		Dates Employed From To	
Address			Telephone
Job Title	Supervisor		Reason for Leaving
Work Performed _____ _____			
Employer		Dates Employed From To	
Address			Telephone
Job Title	Supervisor		Reason for Leaving
Work Performed _____ _____			
Employer		Dates Employed From To	
Address			Telephone
Job Title	Supervisor		Reason for Leaving
Work Performed _____ _____			

Special Skills and Qualifications

Please summarize special job-related skills and qualifications acquired from employment or other experience. If you need additional space, please continue on a separate sheet of paper.

References

Please list three references not related to you, with full name, address, phone number and relationship.

Applicant's Statement:

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date.

Do you want to be informed before we contact your present employer? Yes No

I attest with my signature below (typed or written), that all information on this application and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Signature of Applicant: _____ Date: _____

FOR PERSONNEL DEPARTMENT USE ONLY			
Arrange Interview:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Interviewer: _____	Date: _____
Remarks: _____			
Employed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Employment: _____	
Job Title:	_____	Department: _____	
Hourly rate/salary: \$ _____			
Notes:			

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