

## Application For Employment

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We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally-protected status.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever been employed with us before?

☐ Yes ☐ No If yes, give date \_\_\_\_\_

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

On what date are you available to work? \_\_\_\_\_

Are you available to work:

☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

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

☐ Yes ☐ No

Can you travel if a job requires it?

☐ Yes ☐ No

Have you been convicted of a felony? (Conviction will not necessarily disqualify an applicant from employment.)

☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**EDUCATION**

	Elementary School	High School	Undergraduate College/University	Graduate/ Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree completed				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

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

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

**References**

(Give name, address, and telephone number of three references who are not related to you and are not previous employers.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Employment Experiences

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, disability, or other protected status.

➤ Employer

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➤ Address

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➤ Telephone Number

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➤ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

➤ Work Performed

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➤ Dates Employed \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

➤ Reason for Leaving

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➤ Employer

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➤ Address

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➤ Telephone Number

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➤ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

➤ Work Performed

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➤ Dates Employed \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

➤ Reason for Leaving

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- Employer \_\_\_\_\_
- Address \_\_\_\_\_
- Telephone Number \_\_\_\_\_
- Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_
- Work Performed \_\_\_\_\_
- Dates Employed \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_
- Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

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

**Special Skills and Qualifications**

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

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**Applicant's Statement**

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It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and the representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an equal opportunity employer. The Employer does not discriminate in employment, and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only ninety (90) days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

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SIGNATURE OF APPLICANT

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DATE