



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant Name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone #: _____ Social Security #: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Date you will be available to start work: _____

Are you able to meet the attendance requirements?	_____ Yes	_____ No
Do you have any objection to working overtime if necessary?	_____ Yes	_____ No
Can you travel if required by this position?	_____ Yes	_____ No
Have you ever been previously employed by our organization?	_____ Yes	_____ No
Can you submit proof of legal employment authorization and identity?	_____ Yes	_____ No
If you are under 18, can you furnish a work permit if it is required?	_____ Yes	_____ No
Have you ever been convicted of a crime in the last 7 years?	_____ Yes	_____ No

If yes, please explain (a conviction will not automatically bar employment):

Employment History:

Please provide all employment information for your past two employers starting with the most recent.

Company Name: _____ Telephone #: _____

Address: _____

Immediate Supervisor and Title: _____

Dates Employed: From: _____ To: _____ Weekly Salary: _____

State Job Title: _____

Reason for Leaving: _____

Company Name: _____ Telephone #: _____

Address: _____

Immediate Supervisor and Title: _____

Dates Employed: From: _____ To: _____ Weekly Salary: _____

State Job Title: _____

Reason for Leaving: _____

Other Skills & Qualifications

Summarize any job-related training, skills, licenses, certificates &/or other qualifications:

Educational History

List School name, location, years completed, course of study and any degrees earned:

High School: _____

College: _____

Technical Training: _____

Other: _____

References

List 3 reference names, telephone numbers & years known (do not include relatives or employers):

I hereby authorize the potential employer to contact, obtain & verify the accuracy of the information contained in this application from previous employers, educational institutions & references. I also hereby release from liability the potential employer and its representatives for seeking, gathering & using such information to make employment decisions and all other persons or organizations for providing such information.

If you do not want us to contact a previous employer, please indicate below those you DO NOT want us to contact:

Company Name: _____ Reason: _____

Company Name: _____ Reason: _____

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature: _____ Date: _____