

# Application for Employment



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

## Contact Information

Name: ..... Applicant ID#: .....  
Last First Middle  
Address: .....  
Street City State/Province ZIP/Postal Code  
Phone: (.....) - ..... Cell/Other Phone: (.....) - ..... Email Address: .....  
Positions(s) applied for: ..... Date of application: ...../...../.....

## Referral Source (Please check the appropriate category and list the source.)

Walk-in: ..... School: .....  
Employee: ..... Job Fair: .....  
Advertisement: ..... Staffing Agency: .....  
Company's Website: ..... Govt. Employment Agency: .....  
Other Internet: ..... Other: .....

If necessary, best time to call you is: .....<sup>am</sup>/<sub>pm</sub> Home Cellular/Other

May we contact you at work? Yes No

If yes, work number and best time to call: (.....) - .....<sup>am</sup>/<sub>pm</sub>

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain: .....

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s):  
.....  
.....

Have you ever been employed here before? Yes No

If yes, give dates: From ...../...../..... To ...../...../.....

Is this application a request for reemployment following an extended military leave of absence for this company?

Yes No

If yes, additional information may be requested.

Are you legally eligible for employment in this country? Yes No

Date available for work: ...../...../.....

What is your desired salary range or hourly rate of pay?

\$ ..... Per .....

Type of employment desired: Full-Time Part-Time Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position?

N/A Yes No

Will you work overtime if required? Yes No

If no, please explain: .....

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No More info needed for response

Driver's license number may be required in the job for which you are applying:

State: .....

Have you ever been bonded? Yes No

Have you entered into an agreement with any former employer or other party (such as a non-competition agreement) that might, in any way, restrict your ability to work for your company?

Yes No

If yes, please explain: .....

## Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone # ( )	State	Dates employed: Month / Year to Month / Year
Street Address	City	State	Compensation (Starting) Hourly Salary \$ per
Starting job title / final job title	: May we contact for reference? Yes No Later		Commission / Bonus / Other Compensation \$
Immediate supervisor and title (for most recent position held)	: Email:		Compensation (Final) Hourly Salary \$ per
Why did you leave?			Commission / Bonus / Other Compensation \$

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?

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Street Address	City	State	Compensation (Starting) Hourly Salary \$ per
Starting job title / final job title	: May we contact for reference? Yes No Later		Commission / Bonus / Other Compensation \$
Immediate supervisor and title (for most recent position held)	: Email:		Compensation (Final) Hourly Salary \$ per
Why did you leave?			Commission / Bonus / Other Compensation \$

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?

Employment history continued on next page...

Employer	Telephone # ( )	Dates employed: Month / Year to Month / Year	
Street Address	City State	Compensation (Starting) Hourly Salary \$ per	
Starting job title / final job title	May we contact for reference? Yes No Later	Commission / Bonus / Other Compensation \$	
Immediate supervisor and title (for most recent position held)	Email:	Compensation (Final) Hourly Salary \$ per	
Why did you leave?		Commission / Bonus / Other Compensation \$	
Summarize the type of work performed and job responsibilities.			
What did you like most about your position?			
What were the things you liked least about the position?			

Employer	Telephone # ( )	Dates employed: Month / Year to Month / Year	
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Immediate supervisor and title (for most recent position held)	Email:	Compensation (Final) Hourly Salary \$ per	
Why did you leave?		Commission / Bonus / Other Compensation \$	
Summarize the type of work performed and job responsibilities.			
What did you like most about your position?			
What were the things you liked least about the position?			

## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No  
 If yes, please explain:

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

### Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing: ..... Years: ..... Internet: ..... Years: .....  
 Spreadsheet: ..... Years: ..... Other: ..... Years: .....  
 Presentation: ..... Years: ..... Other: ..... Years: .....  
 Email: ..... Years: ..... Other: ..... Years: .....

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include city and state)	Years Completed	Completed	GPA Class Rank	Major / Minor
		Diploma _____ GED _____ Degree ..... Certification ..... Other .....		
		Diploma _____ GED _____ Degree ..... Certification ..... Other .....		
		Diploma _____ GED _____ Degree ..... Certification ..... Other .....		
		Diploma _____ GED _____ Degree ..... Certification ..... Other .....		

## References

List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to you	Telephone	Email	# of Years Known

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.


In your current or a previous job, have you ever written instructions or directions to be followed by employees or customers?      Yes      No      Not Applicable

If yes, please explain: .....

.....

.....

Is there any other job-related information you want us to know about you? .....

.....

## **Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, from seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insult, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

### **DO NOT CHECK UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.