

# 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.

## PERSONAL INFORMATION:

*Please Print*

Date \_\_\_/\_\_\_/\_\_\_ Date available if hired \_\_\_/\_\_\_/\_\_\_

Referral Source (how did you hear about us?) \_\_\_\_\_

Position(s) applied for \_\_\_\_\_  Full Time  Part Time  Temporary

Desired salary range \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Cell/Other \_\_\_\_\_

Street Address/City/State/ZIP \_\_\_\_\_

Driver's License number required if driving may be required in the job for which you are applying \_\_\_\_\_

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

If **no**, please explain \_\_\_\_\_

If you have been employed at this Company before, give dates and positions \_\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from this Company?  Yes  No *If "Yes", additional information may be requested.*

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

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  Need more information about the job's "essential functions" to respond

Have you ever pleaded "no contest" or been convicted of or charged with a felony or misdemeanor?

Yes  No

If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:** Starting with your most recent employer, provide the following information:

Employer:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$	
Summarize the type of work performed and job responsibilities:			
Dates Employed:	Month/Year To Month/Year	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Employer:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$	
Summarize the type of work performed and job responsibilities:			
Dates Employed:	Month/Year To Month/Year	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Employer:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$	
Summarize the type of work performed and job responsibilities:			
Dates Employed:	Month/Year To Month/Year	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**EDUCATION:** Start with your present or most recent school, provide the following:

School Name	Location (City & State)	Year Graduated	Degree/Certification/Other
School Name	Location (City & State)	Year Graduated	Degree/Certification/Other
School Name	Location (City & State)	Year Graduated	Degree/Certification/Other

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

Microsoft Office:  Yes  No      Years Experience: \_\_\_\_\_  
 PowerPoint:  Yes  No      Years Experience: \_\_\_\_\_  
 Email:  Yes  No      Years Experience: \_\_\_\_\_

**REFERENCES:** Please provide three business/work references who are *not* related to you.

Full Name:	Company/Position:
Phone/Cell:	Years Known:      Email:
Full Name:	Company/Position:
Phone/Cell:	Years Known:      Email:
Full Name:	Company/Position:
Phone/Cell:	Years Known:      Email:

**Application Waiver**  
 AN EQUAL OPPORTUNITY EMPLOYER

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 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, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for 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, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as maybe required by law. This application does not constitute an agreement or contract for employment for specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make an 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 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, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. The Company takes all complaint 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 SIGN 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.

Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_