



# Application for Employment

## Personal Information

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

Address \_\_\_\_\_  
 Street City State Zip Code

Telephone # (\_\_\_\_) \_\_\_\_\_ Mobile # (\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Position (s) applied for \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

Have you ever been employed here before? .....  Yes  No

If yes, give dates and position/s: \_\_\_\_\_

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

Type of employment desired:  Full-time  Part-time  Temporary  Seasonal  Educational Co-op

Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_ \$ \_\_\_\_\_

Can you perform the essential duties of the job in which you wish to be employed, with or without reasonable accommodation?  Yes  No

Are you able to meet the attendance requirements of the position?  Yes  No

Have you ever been convicted of a crime?  Yes  No

If yes, please provide date(s) and details: \_\_\_\_\_

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

## Employment History – List last employer first, including US military service.

From	To	Employer	Telephone #
Starting Job Title / Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for a Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hourly rate/Salary	
Reason for leaving:		Start \$ _____ Per _____ Final \$ _____ Per _____	
From	To	Employer	Telephone #
Starting Job Title / Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for a Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hourly rate/Salary	
Reason for leaving:		Start \$ _____ Per _____ Final \$ _____ Per _____	
From	To	Employer	Telephone #
Starting Job Title / Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for a Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hourly rate/Salary	
Reason for leaving:		Start \$ _____ Per _____ Final \$ _____ Per _____	



## Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

## Educational Background

Name and Location	Number of Years Completed	Did You Graduate?		Course of Study
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College		Major	Degree	
Other				

## References

Name	Telephone	Number of years known
	(     )	
	(     )	
	(     )	

## Applicant Statement

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

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) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

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, resume or job interview. I hereby waive any and all rights and claims I have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, and 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 to reapply and fill out a new application.

If I am hired, I understand that I am an "at will" employee whereas I am free to resign at any time, with or without cause and without prior notice and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, unless otherwise 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 authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**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.

Signature of Applicant x \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_