



**EMPLOYMENT APPLICATION**

Position(s) applied for : \_\_\_\_\_ Date of application: \_\_\_\_\_

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

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

Telephone number(s): \_\_\_\_\_

Best time to contact you at home: \_\_\_\_\_

Are you 18 years of age or older? YES No

Do any of your friends or relatives work here? \_\_\_\_\_

If Yes, state name, relationship and location: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? \_\_\_\_\_

Proof of citizenship or immigration status will be required upon employment.

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

Are you available to work: \_\_\_\_\_ Full Time (Please indicate day or night shift) \_\_\_\_\_

\_\_\_\_\_ Part Time (Please indicate Mornings, Afternoons, or Evenings) \_\_\_\_\_

\_\_\_\_\_ Temporary (Please indicate dates available) \_\_\_\_\_

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

**EDUCATION**    **Name and Address of School**    **Course of Study**    **No. Of Years Completed**    **Diploma/Degree**

**High School** \_\_\_\_\_

**Undergraduate College** \_\_\_\_\_

**Work Experience**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organization, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

| Employer                    | Dates Employed |                    | Work Performed         |
|-----------------------------|----------------|--------------------|------------------------|
|                             | From           | To                 |                        |
| Address                     |                |                    |                        |
| Telephone Number(s)         |                | Hourly Rate/Salary |                        |
|                             |                | Starting           | Final                  |
| Starting/Present Job Title: |                |                    |                        |
| Supervisor:                 |                |                    |                        |
| Reason for Leaving:         |                |                    | May We Contact? YES NO |

| Employer                    | Dates Employed |                    | Work Performed         |
|-----------------------------|----------------|--------------------|------------------------|
|                             | From           | To                 |                        |
| Address                     |                |                    |                        |
| Telephone Number(s):        |                | Hourly Rate/Salary |                        |
|                             |                | Starting           | Final                  |
| Starting/Present Job Title: |                |                    |                        |
| Supervisor:                 |                |                    |                        |
| Reason For Leaving:         |                |                    | May We Contact? YES NO |

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**

**Other Qualifications**

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

**Personal / Professional References:**

| Name | Phone number | Best time to call | Occupation |
|------|--------------|-------------------|------------|
| 1.   |              |                   |            |
| 2.   |              |                   |            |
| 3.   |              |                   |            |

**Applicant's Statement**

I certify that all answers given herein are true and complete.

I authorize investigation of all my statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

SIGNATURE OF APPLICANT

DATE

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**