

EMPLOYMENT APPLICATION



PLEASE PRINT
USING A PEN

For Office Use Only

Interview Yes No
Does applicant have the basic skills for the position? Yes No

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) Applied For _____ Date of Application _____

How Did You Learn About Us? Advertisement Relative Inquiry
 Employment Agency Friend Other _____

Last Name	First Name	Middle Name
Address	Number	Street
City	State	Zip Code
Telephone Number(s) _____		Social Security Number _____

Have you ever filed an application with us before?..... Yes No If Yes, give date _____

Have you ever been employed with us before?..... Yes No If Yes, give dates _____

Do any of your friends or relatives, other than spouse, work here?..... Yes No

Are you currently employed?..... Yes No

May we contact your present employer?..... Yes No

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..... Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work?..... Yes No

Date available for work ___ / ___ / ___ What is your desired salary range? _____

Are you available to work: Full-Time
 Part-Time (Please indicate Mornings Afternoon Evenings Weekends)
 Temporary (Please indicate dates available ___ / ___ / ___ to ___ / ___ / ___)

Have you been convicted of a felony within the last five years?..... Yes No
A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

EDUCATION	Name and Address of school	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills or any additional information you feel may be helpful to us in considering your application:

SPECIALIZED SKILLS (CHECK SKILLS / EQUIPMENT OPERATED)

<input type="checkbox"/> PC / MAC <input type="checkbox"/> Typewriter ___ WPM <input type="checkbox"/> Ten Key <input type="checkbox"/> Internet <input type="checkbox"/> Clerical Skills	Production / Mobile Machinery (List) _____ _____ _____	Other (List) _____ _____ _____
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RATE SKILLS FROM 1-5 IN THE FOLLOWING SOFTWARE PROGRAMS
(1 = BASIC SKILLS, 5 = ENTIRELY PROFICIENT)

___ WORD	___ POWERPOINT
___ EXCEL	___ ACCESS
___ PUBLISHER	

EMPLOYMENT EXPERIENCE

Please list your last 3 positions only, starting with your current or most recent position. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number (s)	Hourly rate/Salary		
Job Title	Supervisor	Starting	Final
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number (s)	Hourly rate/Salary		
Job Title	Supervisor	Starting	Final
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number (s)	Hourly rate/Salary		
Job Title	Supervisor	Starting	Final
Reason for Leaving			

List professional, trade, business or civic activities and offices held. You may exclude memberships which might reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

REFERENCES

1.	()		
Name	Title	Company Name	Phone Number
2.	()		
Name	Title	Company Name	Phone Number
3.	()		
Name	Title	Company Name	Phone Number

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all 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