

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 Resource

Position(s) applied for: _____ Date of Application: _____

Name: _____ Application ID: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone # () _____ Cellular/Other () _____ Email: _____

Referral Source (How did you hear about us? _____

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

If no, please explain: _____

Have you ever been employed here before? If yes, give dates and Positions: _____

Is this application a request for re-employment following an extended military leave of absence from this company?

☐ Yes ☐ No if yes, additional information might be requested.

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

Dates Available for work? _____ What is your desired salary range? \$ _____

Type of employment desired: ☐ Full Time ☐ Part time ☐ Temporary ☐ Seasonal ☐ Education Co-Op

Are you able to perform "essential functions" of the job for which you are applying (With or Without reasonable accommodations)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about existence of a disability, particular accommodation, or whether accommodations is necessary. These issues may be addressed at a later stage to the extent of permitted by law. ☐ Yes ☐ No ☐ Need more information about the jobs "essential functions" to respond.

Driver's license number required if driving may be required in this job for which you are applying: _____
State _____

Answering "yes" to either part of the following question does not constitute an automatic bar to employment. Factors such as the date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? ☐ Yes ☐ No

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

Employment History

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

employer	telephone #	Dates Employed: month / year to month / year
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per
street address	city	state
		Commission/Bonus/other compensation:
starting job title/ final job title		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Email:
Why did you leave?		Additional Information :
Summarize duties and job responsibilities		

employer	telephone #	Dates Employed: month / year to month / year
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per
street address	city	state
		Commission/Bonus/other compensation:
starting job title/ final job title		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Email:
Why did you leave?		Additional Information :
Summarize duties and job responsibilities		

Skills and Qualifications

Summarize any special training, skills, licenses and/or certifications 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: _____

☐ Email: _____

☐ Spread Sheet: _____

☐ Internet: _____

☐ Presentation: _____

☐ Other: _____

References

List of 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	Phone #	Email Address	Years known

Social Security Number

SS # _____ We will use this information purpose and make reasonable efforts to safeguard your privacy.

Applicant Statement

I certify that all information I have provided 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, resume or job interview. I hereby waive all rights and claims I may have regarding the employer, its agents, employees' 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 which furnishing such information about me. I understand that this employer does not 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 bases prohibited by applicable local, state, or federal laws. 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 us without cause and with or without prior notice., except as may require 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 languages or 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 unlawfulness discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an application from consideration for employment on the bases of his or her sex, race, color, religion national origin, genetic information, citizenship, age, disability, or any other protected status under 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. 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 misinterpreted in any respect, will be a sufficient cause to eliminate me from further consideration for employment or may results in immediate dismissal from the employers' services, whenever its discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

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

Signature of Applicant _____ Date _____

