

# Application for Employment

Office Use \_\_\_\_\_ Date Received \_\_\_\_\_

Location Received \_\_\_\_\_ Requested \_\_\_\_\_

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.

(Please Print Plainly)

Name \_\_\_\_\_ Date of application \_\_\_\_\_  
Last First Middle

Addresses: \_\_\_\_\_ Email \_\_\_\_\_  
Street City State Zip Code

Telephone # (\_\_\_\_) \_\_\_\_\_ Cellular/Other # (\_\_\_\_) \_\_\_\_\_ Best time to call \_\_\_\_\_

Are you legally eligible for employment in the USA? Yes \_\_\_ No \_\_\_ Are you over the age of 18? Yes \_\_\_ No \_\_\_

Position applied for \_\_\_\_\_ Date available for work \_\_\_\_\_ Referred by \_\_\_\_\_

Were you previously employed by us? Yes \_\_\_ No \_\_\_ If yes, give dates and positions? \_\_\_\_\_

Type of employment desired: Full-Time \_\_\_ Part-Time \_\_\_ Temporary \_\_\_ What is your desired salary range? \_\_\_\_\_

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

Have you ever been charged \_\_\_ pleaded "guilty" \_\_\_ or "no contest" to \_\_\_\_\_, or been convicted \_\_\_\_\_ of, a crime? Yes \_\_\_ No \_\_\_ If yes, check the applicable line and provide date(s)/details: \_\_\_\_\_

## SKILLS AND QUALIFICATIONS

Computer Skills (Check appropriate boxes and enter years of experience.)

\_\_\_ E-mail / No. of Years: \_\_\_ \_\_\_ Internet / No. of Years \_\_\_ \_\_\_ Facebook/LinkedIn / No. of Years \_\_\_

\_\_\_ Word Processing / No. of Years: \_\_\_ \_\_\_ Spreadsheet / No. of years \_\_\_ \_\_\_ Twitter / No. of Years \_\_\_

\_\_\_ Presentations / No. of Years: \_\_\_ \_\_\_ Web Design / No. of Years \_\_\_ \_\_\_ Numerical Pad on Comp. /  
No. Years \_\_\_

\_\_\_ Other \_\_\_\_\_

Please list special training, skills, licenses and /or certificates: \_\_\_\_\_

## REFERENCES

List 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 to you	Telephone	# of years known

## EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School	Name (include City and State)	Years Completed	Completed	GPA	Major/Minor
High School			___ Diploma ___ GED Degree _____ Certification _____ Other _____		
College			Diploma _____ Degree _____ Certification _____ Other _____		
Other (Specify)			Diploma _____ Degree _____ Certification _____ Other _____		

**EMPLOYMENT HISTORY**

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

Employer	Telephone	Dates of Employment	Month/Year to Month/Year
Street Address	City	State	Zip
Job Title or Position:		Compensation Hrly Wage or Mthly Salary \$	
Immediate Supervisor and Title (for most recent position held)		Commissions / Bonuses \$	
Why did you leave?		May we contact for reference? Yes ___ No ___ Later ___ E-mail:	
Summarize the type of work performed and job responsibilities.			
Employer	Telephone	Dates of Employment	Month/Year to Month/Year
Street Address	City	State	Zip
Job Title or Position:		Compensation Hrly Wage or Mthly Salary \$	
Immediate Supervisor and Title (for most recent position held)		Commissions / Bonuses \$	
Why did you leave?		May we contact for reference? Yes ___ No ___ Later ___ E-mail:	
Summarize the type of work performed and job responsibilities.			
Employer	Telephone	Dates of Employment	Month/Year to Month/Year
Street Address	City	State	Zip
Job Title or Position:		Compensation Hrly Wage or Mthly Salary \$	
Immediate Supervisor and Title (for most recent position held)		Commissions / Bonuses \$	
Why did you leave?		May we contact for reference? Yes ___ No ___ Later ___ E-mail:	
Summarize the type of work performed and job responsibilities.			

**APPLICANT STATEMENT**

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 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 may have regarding the employer, it 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 may be 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 or CEO.

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 Organization 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, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Organization likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The Organization 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 misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in 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.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_