



Application For Employment

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

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?					
___ Advertisement	___ Friend	___ Walk-In			
___ Employment Agency	___ Relative	Other _____			

Last Name	First Name	Middle Name
_____	_____	_____

Address	Number	Street	City	State	Zip Code

Telephone Number(s)	Social Security Number
_____	_____/_____/_____

If you are under 18 years of age, can you provide required proof of you eligibility to work?

YES _____ NO _____

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 Date

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

On what date would you be available for work? _____

Are you available to work: ___ Full Time ___ Part Time ___ Shift Work ___ Temporary ___

Are you currently on “lay-off” status and subject to recall?

YES

NO

Can you travel if a job requires it?

YES

NO

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment

YES

NO

If Yes, please explain _____

Employment Experience

Start with your present or last job. 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 (1)	Dates Employed FROM TO		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary STARTING FINAL		
Job Title			Supervisor
Reason for Leaving			

Employment Experience (continued)

Employer (2)	Dates Employed FROM TO		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary STARTING FINAL		
Job Title			Supervisor
Reason for Leaving			

Employer (3)	Dates Employed FROM TO		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary STARTING FINAL		
Job Title			Supervisor
Reason for Leaving			

Employer (4)	Dates Employed FROM TO		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary STARTING FINAL		
Job Title			Supervisor
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Education

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

Indicate any foreign languages you can speak, read and / or write				
	FLUENT	GOOD	FAIR	
Speak				
Read				
Write				

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

Describe any job-related training received in the United States military.

Other Qualifications

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

Specialized Skills

___ CRT

___ PC

___ Calculator

___ Typewriter

Check Skills / Equipment Operated

___ Fax

___ Lotus 1-2-3

___ PBX System

___ Wordperfect

Other
