

Application for Employment

Employer is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, color, sex, gender, national origin, ancestry, religion, creed, age, physical or mental disability, veteran or military status, or other protected status. FAILURE TO PROVIDE ALL INFORMATION REQUESTED MAY DISQUALIFY YOU FROM CONSIDERATION.

Today's Date _____

1. PERSONAL INFORMATION

 Last Name First name Middle Initial Social Security #

 Street Address City State Zip Telephone Number

Are you under 19 years of age? Yes ___ No ___. If "yes" state your date of birth _____.

Are you lawfully authorized to work in the United States? Yes ___ No ___

If you are related to any of our employees, please list his or her name and position, if known.

_____.

For which position(s) are you applying? _____.

On what date will you be available to begin working? _____. Are you on layoff and subject to recall? Y ___ N ___

What are you willing to work? Full-Time ___ Part-Time ___ Temporary ___ (Dates ___/___/___ to ___/___/___)

List days off week and hours of day you **cannot** work: _____. Wage desired: _____.

Will you work more than 40 hours a week if required? Yes ___ No ___

Will you accept out-of-town assignments if required? Yes ___ No ___

Do you have any commitments that may require absences from work during regular work hours for more than three days within the next six months? Yes ___ No ___. If Yes, please explain: _____

2. EMPLOYMENT HISTORY. List chronologically every employer during the past 10 years. Begin with most current.

Add sheets, or write on reverse, if necessary. Do Not Omit Any Prior Employment Within This Period.

Date (Mo/Yr) (From-To)	Name/Address/ Employer Phone #	Last Position	Reason for Leaving

Explain any gaps in your work history longer than six months. _____.

Have you ever been fired from a job, or quit under threat of being fired? Yes ___ No ___. If Yes, why?

Who was the employer? _____. What reason did the employer give for dismissal or forced resignation? _____.

Please describe any issues or behavior in your current job about which you have been warned or disciplined during the past year. _____.

Who should we contact to confirm current employment data?

Name	Title	Telephone #
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Can we talk to your current employer now, or only if you are hired? Now ___ Only if Hired ___

Have you ever been employed by us before? Yes ___ No ___. If Yes, please state the positions(s) held, period of employment and reason for leaving _____.

3. EDUCATION

School	Name and Location	Graduated? Y/N	Major Subjects
High School			
College			
Technical or Graduate School			

What special training or skills do you have for the position for which you are applying?

4. JOB REQUIREMENTS (Complete this section only if you have been told the job qualifications/requirements):

I meet all required educational, experience and certification/license qualifications of the job. Yes ___ No ___

If No, what qualifications do you lack? _____.

If the position requires certification or licensure, attach a copy of the certificate or license.

I have reviewed the essential job functions and state that I can perform these functions with or without reasonable accommodation. Yes ___ No ___

5. CRIMINAL RECORD

Have you been convicted of, or plead guilty (includes also deferred judgment and no contest pleas) to, a crime or subjected to court martial? (Do not include crimes for which public records are sealed or have been expunged, but do include deferred judgments resulting in dismissal, but not sealed.) Yes ___ No ___. If Yes, identify nature of the offense, county and state where convicted, date of conviction, and sentence imposed. _____.

If you are presently charged with committing a criminal offense, identify nature of offense, county and state where charges are pending and the status of the case _____.