

EMPLOYMENT APPLICATION PART 1



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Prospective applicants will receive consideration without discrimination because of race, color, religion, sex, age, national origin, marital or veteran status, non-job-related medical conditions or handicaps, or any other legally protected status.

Date of application: _____

Date available for employment: _____

Position(s) applied for: _____

How did you hear about this position?

Advertisement Friend Relative Walk-in Employment Agency Other

General Information

Name: _____
Last First Middle

Address: _____
Number Street Apt. #
City State Zip Code

Telephone Number

Social Security Number (optional)

If employed and under 18, can you furnish a work permit? 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

Please check the category that best summarizes your available hours Full-time Part-time Temporary

Can you travel if the job requires it? Yes No

Are you on lay-off and subject to recall? Yes No

Have you been convicted of a felony within the last five years? If "yes" explain: Yes No

Are you a veteran of the U.S. Military? If "yes" specify branch: Yes No

Was your discharge other than honorable? If "yes" explain: Yes No

EMPLOYMENT APPLICATION PART 2

| Education | School Name, Location | Years Completed/Degree | Course of study |
|-----------------------|------------------------------|-------------------------------|------------------------|
| High School | | | |
| College/University | | | |
| Graduate/Professional | | | |

Outline specialized training, apprenticeships, internships, skills, and extracurricular activities

Honors received: State any additional information you feel may be helpful to us in considering your application. If necessary, please use a separate sheet of paper.

List professional, trade, business, or civic activities, and offices held (you may exclude memberships that would reveal sex, race, religion, national origin, ancestry, handicap, or other protected status).

List name, address, and phone number of three references who are not related to you and are not previous employers.

| Name | Address with City and State | Phone Number |
|------|-----------------------------|--------------|
| | | |
| | | |
| | | |

Briefly summarize special skills and qualifications you have from your employment or other experiences.

Do you speak a foreign language? If so, please list the language that you speak and your ability to read and write in that language.

EMPLOYMENT APPLICATION PART 3

Employment History

Please give an accurate employment record, filling out all sections completely, beginning with your present or last job.

| | | | | |
|--------------------|--------------------|----------------|----|----------------|
| Employer | Telephone | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Job Title | Hourly Rate/Salary | | | |
| | Starting | Final | | |
| Supervisor | | | | |
| Reason for Leaving | | | | |

| | | | | |
|--------------------|--------------------|----------------|----|----------------|
| Employer | Telephone | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Job Title | Hourly Rate/Salary | | | |
| | Starting | Final | | |
| Supervisor | | | | |
| Reason for Leaving | | | | |

| | | | | |
|--------------------|--------------------|----------------|----|----------------|
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| | | From | To | |
| Address | | | | |
| Job Title | Hourly Rate/Salary | | | |
| | Starting | Final | | |
| Supervisor | | | | |
| Reason for Leaving | | | | |

Signature

The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal.

I authorize you to engage a consumer reporting agency to investigate my credit and personal history. If a report is obtained, you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the report.

I understand that an offer of employment does not create a contractual obligation upon employer to continue to employ me in the future.

Date

Signature