



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, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application

Last Name	First Name	Middle Initial	
Address	City	State	Zip
Telephone Number(s)		Social Security Number (voluntary)	

Best time to contact you at home is:.....:..... am / pm

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 available to work: Full – Time
 Part – Time

Can you travel if a job requires it?..... Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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

Dates Employed
From To

Job Title

Address

Telephone Number

Hourly Rate/Salary

Supervisor

Reason for Leaving

Work Performed

Employer

Dates Employed
From To

Job Title

Address

Telephone Number

Hourly Rate/Salary

Supervisor

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Employer

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Job Title

From To

Address

Telephone Number

Hourly Rate/Salary

Supervisor

Reason for Leaving

Work

Performed

EDUCATION

	Name and Address of School	Course of Study	No. of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training or skill, internship, or job related experience. _____

REFERENCES

1. _____ () _____
(Name) Phone #

(Address)

2. _____ () _____
(Name) Phone #

(Address)

3. _____ () _____
(Name) Phone #

(Address)

APPLICANT’S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered active for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interview Date Scheduled For: _____

Employed Yes No