

Application for EmploymentWe consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

		Employment Desired		
Position(s) applied for:		Date of Application:		
How Did You Learn About Us	?			
☐ Advertisement ☐ Relativ	ve 🗌 Inquiry	☐ Employment Agency ☐ Friend ☐ Other		
Date available to work	_//_	What is your desired salary range?		
Are you available to work	Full-Time	(please indicate □1 □ 2 □3 shift)		
	Part -Time	(please indicate ☐ Mornings ☐ Afternoon ☐	Evenings)	
	Temporary	(dates available/	J)
		Personal Information		
Name: First		M.I Last		
Present address: Street	City	State	Zip	
Telephone: _()_		Social Security Number		
Best time to contact you at h	ome is:	;		
If you are under 18 years of a	age, can you p	rovide required proof of your eligibility to work?	☐ Yes	□ No
Have you ever been employe	ed with us befo	ore?	☐ Yes	□ No
If Yes, give date	/	<u></u>		
Do any of your friends or rela	atives, other th	nan spouse, work here	☐ Yes	□ No
Are you currently employed?)		☐ Yes	□ No
May we contact your present	t employer?		☐Yes	□No
Are you prevented from lawf Immigration Status? (Proof of	ully becoming	g employed in this country because of Visa or migration status will be required upon employment)	☐ Yes	□ No
Are you currently on "lay-off	" status and su	ubject to recall?	☐ Yes	□ No
Can you travel if a job require	es it?		☐ Yes	□ No

Education

	Name & Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				
Describe any spec	ialized training, apprenticeship, sl	kills, and extra-curricular	activities.	
Describe any job-r	elated training received in the Ur	nited States military.		

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.

1 Employer	Dates Employed to
Address	
Phone Number(s)	
Reason for leaving	
2	
Employer	Dates Employed to
Address	Work Performed
Phone Number(s)	
Job Title: Supervisor	
Reason for leaving	
3	
Employer	Dates Employed to
Address	Work Performed
Phone Number(s)	
Job Title: Supervisor	
Reason for leaving	
4	
Employer	
Address	
Phone Number(s)	
Job Title: Supervisor	
Reason for leaving	
List professional, trade, business or civic active You may exclude membership which reveal gender, rad	vities and offices held. ce, religion, national origin, age, ancestry, disability or other protected status:

Additional Information Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience Specialized Skills (check all that apply) Production/Mobile ☐ Terminal ☐ Spreadsheet Machinery (list) Other (list) ☐ PC/MAC ☐ Word Processing ☐ Shorthand ☐ Typewriter WPM WPM State any additional information you feel may be helpful to us in considering your application NOTE TO APPLICANTS: Do not answer this question unless you have been informed about the requirements of the job for which you are applying Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ☐ Yes ☐ No References 1 Name _____ Phone ____ Address 2 Name ______ Phone _____ Address 3 ______ 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 45 days. Any applicant wishing to be considered 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 at any time with or without cause.

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 rules and regulations of the employer.

Signa	ature of Applicant	Date
	FOR PERSONNEL DEPAR	RTMENT USE ONLY
Arrange Interview	☐ Yes ☐ No	
		Date/
Employed	☐ Yes ☐ No	Date of Employment//
lob Title		Hourly Rate/Salary
Department		
Ву	Name and Title	/

