



Training | Mentoring | Challenge | Career | Independence | Stability

We are proud to be a DRUG-FREE workplace. Screening tests for alcohol and illegal drug use may be required before hiring and during your employment here.

Application for Employment (Please Print)

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____ Social Security # _____ - _____ - _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # (____) _____ Mobile/Beeper/Other Phone # (____) _____ E-mail: _____

Position(s) applied for _____ Date of application ____/____/____

Referral Source (Please check the appropriate category and name the source)

- Walk-in _____
- Employee _____
- Advertisement _____
- Company's Website _____
- Other Internet _____
- School _____
- Job Fair _____
- Staffing Agency _____
- Government Employment Agency _____
- Other _____

If necessary, best time to call you at home is _____:

May we contact you at work? Yes No

If **yes**, work number and best time to call:
(____) _____:

If you are under 18 and it is required, can you furnish a work permit? Yes No

If **no**, please explain _____

Have you submitted an application here before? Yes No

If **yes**, give date(s) and position(s) _____

Have you ever been employed here before? Yes No

If **yes**, give dates From ____/____/____ To ____/____/____

Are you legally eligible for employment in this country? Yes No

Date available for work ____/____/____

What is your desired salary range or hourly rate of pay?

\$ _____ Per _____

Type of employment desired: Full-Time Part-Time
 Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

AM If they have been explained to you,
PM are you able to meet the attendance requirements of the position? N/A Yes No

AM Will you work overtime if required? Yes No

PM If **no**, please explain _____

Driver's license number if driving may be required in the position for which you are applying:

_____ State: _____

Have you ever been bonded? Yes No

Answering "yes" to either of the following questions does not constitute an automatic bar to employment. Factors such as date of the offence, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If **yes**, please provide the following information: date(s) of conviction(s), penalty/penalties imposed, and type(s) of crime(s) _____

Have you ever been a defendant in a civil action for any intentional tort (e.g., a civil charge for assault, battery, intentional infliction of emotional distress, false imprisonment, wrongful death etc.)? Yes No

If yes, please provide nature of the tort and disposition of the matter (how it was resolved). _____

EMPLOYMENT HISTORY Starting with your most recent employer, provide the following information.

Employer _____ Telephone # _____
(_____) _____
Street Address _____ City _____ State _____
Starting job title/ final job title _____
Immediate supervisor and title (for most recent position held) _____
May we contact your reference? Yes No Later
Why did you leave? _____
Summarize the type of work performed and job responsibilities. _____
What did you like most about your position? _____

Month Year Month Year
Dates Employed _____/_____/_____
Compensation (Starting)
 Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____
Compensation (Final)
 Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____
Least? _____

Employer _____ Telephone # _____
(_____) _____
Street Address _____ City _____ State _____
Starting job title/ final job title _____
Immediate supervisor and title (for most recent position held) _____
May we contact your reference? Yes No Later
Why did you leave? _____
Summarize the type of work performed and job responsibilities. _____
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Month Year Month Year
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Least? _____

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Compensation (Final)
 Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____
Least? _____

EMPLOYMENT HISTORY (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If **yes**, please explain _____

SKILLS and QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years: _____ Internet _____ Years: _____

Spreadsheet _____ Years: _____ Other _____ Years: _____

Presentation _____ Years: _____ Other _____ Years: _____

E-mail _____ Years: _____ Other _____ Years: _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
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<input type="checkbox"/> Diploma <input type="checkbox"/> GED
<input type="checkbox"/> Degree _____
<input type="checkbox"/> Certification _____
<input type="checkbox"/> Other _____

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<input type="checkbox"/> Certification _____
<input type="checkbox"/> Other _____

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known
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RELATED INFORMATION

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current, or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes No Not Applicable

If **yes**, please explain:

Is there any other job-related information you want us to know about you?

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I understand that if I am hired, my employment will be subject to a probationary period, which ordinarily will not exceed 90 days from the date I am hired. If I am discharged at any time during the probationary period for unsatisfactory performance, I understand that this employer will not be charged for any unemployment benefits that may be paid to me for work I performed during the probationary period.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____