



## APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

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.

### Personal Information (Please print)

Name (first, middle, last): \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Other contact information: \_\_\_\_\_

Desired position: \_\_\_\_\_ or type of employment you desire (please "x" the box)

Full Time  Part Time  Temporary/Seasonal  Internship  Volunteer

List Availability (days & times of the week)

Saturday: \_\_\_\_\_ Sun: \_\_\_\_\_ Monday: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thu: \_\_\_\_\_ Fri: \_\_\_\_\_

Date available to begin working : \_\_\_\_\_

Are you under age 16? Yes  No  Have you applied here before? Yes  No

Have you been convicted of any crime excluding minor traffic violations? Yes  No

Nature of crime? \_\_\_\_\_

(NOTE: A criminal conviction will not necessarily disqualify you from employment)

### Experience

PLEASE LIST YOUR EMPLOYERS, BEGINNING WITH THE MOST RECENT. YOU MAY SUBMIT A RESUME' TO SUPPLEMENT INFORMATION GIVEN.

Employer name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates employed: \_\_\_\_\_ Until: \_\_\_\_\_ Position: \_\_\_\_\_

Starting salary: \_\_\_\_\_ Last Review Date & Increase: \_\_\_\_\_

Other Compensation: \_\_\_\_\_ Duties: \_\_\_\_\_

Employer name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates employed: \_\_\_\_\_ Until: \_\_\_\_\_ Position: \_\_\_\_\_

Starting salary: \_\_\_\_\_ Last Review Date & Increase: \_\_\_\_\_

Other Compensation: \_\_\_\_\_ Duties: \_\_\_\_\_

**Employer name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
**Dates employed:** \_\_\_\_\_ **Until:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Starting salary:** \_\_\_\_\_ **Last Review Date & Increase:** \_\_\_\_\_  
**Other Compensation:** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
Please explain any gaps in your employment history.

Please describe any additional training, experience, certification or licensing that contributes to your qualifications:

### Education

High School name & location: \_\_\_\_\_

Highest grade completed:  9th  10th  11th  12<sup>th</sup>

College name & location: \_\_\_\_\_

Years completed:  1  2  3  4 Did you graduate?  Yes  No

Degree/Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Graduate Education: \_\_\_\_\_ Degree/Years completed: \_\_\_\_\_

### Military Service

Have you served in the military?  Yes  No

Dates: \_\_\_\_\_ Final Rank: \_\_\_\_\_

### References:

List any other name(s) by which you have been known: \_\_\_\_\_

**Please provide three references whom we can contact who are able to evaluate your professional knowledge and work ability**

Name \_\_\_\_\_ Title/Relationship \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Title/Relationship \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Title/Relationship \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**APPLICANT CERTIFICATION:READ CAREFULLY BEFORE SIGNING**

I certify that the information I have provided on this Employment Application is true and complete. I understand and agree that employment with this company, if offered, may be immediately discontinued if misrepresentation, falsified statements, or material omissions are found to have been made on this application. I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit reports, consumer reports, investigative consumer reports, driving record and criminal history. I authorize schools, former employers, and former supervisors to provide any and all information pertinent to my being considered for employment and hereby release those providing such information from any liability for doing so. I also understand that employment, if offered, is contingent upon my providing additional information for employee record purposes and also upon my providing proof of identity and employment eligibility and completing a form I-9. I also understand that, if employed, the company or I may terminate the employment relationship at any time, with or without cause, with or without notice, and that, if employed, employment does not constitute a contract of employment between me and the company. I will abide by and conform to all company policies, rules, and procedures. I have read the above, understand its content and meaning, and agree to all of its provisions. I understand that, upon request, I will be provided a copy of my signed Employment Application.

**Applicants**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_