

APPLICATION FOR EMPLOYMENT

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

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

Name _____ Social Security # _____ - _____ - _____

Address _____

Telephone # () _____ Mobile/Pager/Other# () _____ E-mail address _____

Referral Source (How did you hear about us?) _____

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

If **NO**, please explain: _____

Have you ever been employed here before? If **YES**, give dates and position: _____

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

Date available for work ___/___/___ What is your desired salary range? \$ _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodations)? **This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodations, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.**

Yes No Need more information about the job's "essential" functions" to respond

Driver's license number required if driving may be required in the job for which you are applying: # _____ State _____

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

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

If **YES**, please provide date(s) and details; _____

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

EMPLOYER _____ TELEPHONE # _____ MONTH/YEAR _____ MONTH/YEAR _____
DATES EMPLOYED ___/___/___ to ___/___/___
STREET ADDRESS _____ CITY _____ STATE _____
___ HOURLY ___ SALARY \$ _____

STARTING JOB TITLE/FINAL JOB TITLE _____

IMMEDIATE SUPERVISOR AND TITLE (for most recent position held) _____

WHY DID YOU LEAVE? _____

SUMMARIZE THE TYPE OF WORK YOU PERFORMED AND JOB RESPONSIBILITIES. _____

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STARTING JOB TITLE/FINAL JOB TITLE _____		__ HOURLY __ SALARY \$ _____	
IMMEDIATE SUPERVISOR AND TITLE (for most recent position held) _____			
WHY DID YOU LEAVE? _____			
SUMMARIZE THE TYPE OF WORK YOU PERFORMED AND JOB RESPONSIBILITIES. _____			

SKILLS AND QUALIFICATIONS Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: _____

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

SCHOOL (include city and state)	Years Completed	Completed	GPA Class Rank	Major
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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 reference who are not related to you.

Name	Title	Relationship To you	Telephone	Number of years known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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 this application, resume or job interview. I hereby waive any and all rights and claims, I may have regarding the employer, it's 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.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no

