



Application for Employment

PLEASE PRINT

Date: _____

Equal access to employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify us at their earliest convenience.

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: _____ Email: _____
Referral source: (circle one) Walk in Indeed Craigslist Job Fair Employee Other

Have you submitted an application here before? Yes No - If Yes, give date _____
Have you been employed here before? Yes No
- If Yes, give date and position _____
Date(s) available for work: _____

Desired Salary range or hourly rate of pay \$ _____ Per _____
Type of desired employment Full-time Part-time Seasonal Internship

Willing to relocate? Yes No Willing to travel if necessary per job? Yes No

If it has been explained to you, are you able to meet the attendance requirements of the position? Yes No
Can you work overtime if required? Yes No – if No, please explain: _____

Are you able to perform “essential functions” of the job for which you are applying (with or without accommodation)?
 Yes No Need more information about the job’s “essential Functions” to respond
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 accommodation or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Driver’s License number _____ Type _____ Expiration _____

Have you ever pleaded “guilty” or “no contest” or been convicted of a crime? (including traffic violations) Yes No
Answering Yes to this question does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.
If Yes, please provide date(s) and details: _____

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? Yes No
If Yes, please explain: _____

Employment History – Please be Thorough

Starting with your most recent employer, provide the following information:

Employer	Telephone #	Dates employed	Month / year	to	Month/ year
Street Address	City	State	Starting Compensation __ Hourly __ Salary Rate: \$ _____ per _____		
Starting job title/ final job title			Final Compensation __ Hourly __ Salary Rate: \$ _____ per _____		
Immediate Supervisor name			Commission / Bonus/ Other Compensation \$ _____		
Why did you leave?					
Summarize the type of work performed and job responsibilities					
What were the things you liked lease about the position?					
What did you like most about your position?					

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Why did you leave?					
Summarize the type of work performed and job responsibilities					
What were the things you liked lease about the position?					
What did you like most about your position?					

Employment History – Continued

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

If not explained 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 special training, skills, licenses and/or certificates that may assist in you performing the position for which you are applying: _____

EDUCATIONAL BACKGROUND

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

SCHOOL	Years Completed	Diploma?	GPA	Major/ Minor

REFERENCES

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

NAME	TITLE	RELATIONSHIP	PHONE	EMAIL

RELATED INFORMATION

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

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, 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 information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities. Veteran/ reserve, National Guard or any other similarly protected status.

In your current or previous 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 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, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all of the 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, its agents, employees or representatives for seeking or gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, 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 60 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 implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president or authorized representative.

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.

This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability or any other protected status under applicable federal, state or local law. This Company likewise does not tolerate harassment based on sex, race, color, national origin, religion, citizenship, genetic information, age, disability or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/ her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or client). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

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 ____/____/____

SOCIAL SECURITY NUMBER _____ - _____ - _____

We will use this information for employment purposes and make reasonable efforts to safeguard your privacy.