**Application for Employment**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. **We are an equal opportunity employer.**

|  |  |
| --- | --- |
| **Positions Applied For:**  | **Date of Application:**  |
| **How did you learn about us?****­\_\_Advertisement \_\_Friend \_\_Walk-In \_\_Employment Agency \_\_Relative \_\_Other­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |
| --- |
| **Last Name First Name Middle Name** |
| **Address (Number) Street City State Zip Code**  |
| **Telephone Number(s)** | **Social Security Number** |

**Have you ever filed an application with us before? \_\_ Yes \_\_No If Yes, give date \_\_\_\_\_\_\_\_\_\_**

**Have you ever been employed with us before? \_\_ Yes \_\_No If Yes, give date \_\_\_\_\_\_\_\_\_\_**

**Are you currently employed? \_\_Yes \_\_No**

**May we contact your present employer? \_\_Yes \_\_No**

**On what date would you be available for work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you available to work: \_\_Full Time \_\_Part Time \_\_Shift Work \_\_Temporary**

**Are you currently on “lay-off” status and subject to recall? \_\_Yes \_\_No**

**Can you travel if a job requires it? \_\_Yes \_\_No**

**Have you been convicted of a felony within the last 7 years? \_\_Yes \_\_No** \*Conviction will not necessarily disqualify an applicant from employment.

**If Yes, please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? \_\_Yes \_\_No** \*Proof of citizenship or immigration status will be required upon employment.

**Please list the education you have completed (i.e. High School, any College (specify degree), certifications, etc.):**

**Indicate any foreign languages you can speak, read, and/or write:**

**Employment Experience**

**\*Please start with your present or most recent job.**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates Employed****From:****To:** | **Work Performed/Job Duties:** |
| **Address** |
| **Telephone Number(s)** | **Hourly Rate/Salary****Starting:****Final:** |
| **Job Title** | **Supervisor** |
| **Reason for Leaving**  |

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates Employed****From:****To:** | **Work Performed/Job Duties:** |
| **Address** |
| **Telephone Number(s)** | **Hourly Rate/Salary****Starting:****Final:** |
| **Job Title** | **Supervisor** |
| **Reason for Leaving**  |

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates Employed****From:****To:** | **Work Performed/Job Duties:** |
| **Address** |
| **Telephone Number(s)** | **Hourly Rate/Salary****Starting:****Final:** |
| **Job Title** | **Supervisor** |
| **Reason for Leaving** |

**Additional Information**

**Summarize special job-related skills and qualifications acquired from past employment or other experience:**

**State any additional information you feel may be helpful to us in considering your application:**

|  |  |
| --- | --- |
| **Name** | **Telephone Number(s)** |
| **Address** |

**References**

|  |  |
| --- | --- |
| **Name** | **Telephone Number(s)** |
| **Address** |

|  |  |
| --- | --- |
| **Name**  | **Telephone Number(s)** |
| **Address** |

**Applicant’s Statement**: I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. 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 Employee at any time with or without cause. It is further understood that this *“at will”* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. 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 all rules and regulations of the employer.

**Signature of Applicant­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**