

# 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.

PLEASE PRINT

DATE: \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_ SALARY DESIRED: \$ \_\_\_\_\_

BASED ON THE JOB DESCRIPTION OF THE POSITION FOR WHICH YOU ARE APPLYING:

Are you willing to perform the essential functions of the job for which you've applied?

(Note: you may be asked to demonstrate your ability to perform the essential functions)

Circle One: Yes No

## PERSONAL DATA:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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

Phone Numbers: HOME # \_\_\_\_\_ CELL# \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you over the age of 18? (circle Yes No)

Have you ever been convicted of a felony? (Note: this may be relevant if job-related, but does not bar you from employment) (circle) Yes No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver's License Number: \_\_\_\_\_

## EDUCATION AND TRAINING:

Name	Address	Degree Earned
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High School: \_\_\_\_\_

College: \_\_\_\_\_

Trade/Business School: \_\_\_\_\_

Other Training Received (Special courses, work training programs, armed forces training, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYMENT RECORDS:

List below all present and past employment information and/or substantive volunteer work beginning with the most recent position and ending with your first, if appropriate. Indicate if you are now unemployed or if you have never been employed.

May inquiries be made of your present/past employer regarding your qualifications and record of employment? (A "no" will not affect your consideration of employment) Circle: Yes or No

1. Employer: \_\_\_\_\_ Title of Position: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Duties & Responsibilities: \_\_\_\_\_ Salary History: \_\_\_\_\_  
Starting: \$ \_\_\_\_\_  
Ending: \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Title of Position: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Duties & Responsibilities: \_\_\_\_\_ Salary History: \_\_\_\_\_  
Starting: \$ \_\_\_\_\_  
Ending: \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Title of Position: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Duties & Responsibilities: \_\_\_\_\_ Salary History: \_\_\_\_\_  
Starting: \$ \_\_\_\_\_  
Ending: \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

4. Employer: \_\_\_\_\_ Title of Position: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Duties & Responsibilities: \_\_\_\_\_ Salary History: \_\_\_\_\_  
Starting: \$ \_\_\_\_\_  
Ending: \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**REFERENCES**

Please list 3 persons, other than relatives or former employers who have knowledge of your character and/or abilities:

Name:	Mailing Address:	Years Known:	Phone Number:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**SPECIAL QUALIFICATIONS AND SKILLS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S STATEMENT:**

I certify that 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.

This application for employment shall be considered active for a period of time not to exceed 45 days.

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

\*\*\*\*\*FOR PERSONNEL DEPARTMENT USE ONLY\*\*\*\*\*

Arrange Interview:    Yes    No

Remarks/Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hired: Yes No    Start Date of Employment: \_\_\_\_\_    Job Title: \_\_\_\_\_  
Hourly Rate: \$ \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_