



APPLICATION FOR EMPLOYMENT



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

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

Name _____ Social Security Number # ____-____-____

Last First Middle

Address _____

Street City State Zip Code

Telephone # (____) _____ Cell _____ E-mail Address _____

Referral Source (How did you hear about the job) _____

Have you ever been employed here before? Yes No If yes, when and where? _____

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

Answering "Yes" to the following questions does not constitute an automatic bar to employment.
Have you ever been convicted of a crime or pled "guilty" or "no contest"? _____ If yes, please explain: _____

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

Employer _____ Dates Employed: From ____/____/____ To ____/____/____

City _____ State _____ Telephone _____ Immediate Supervisor _____

Job Title _____ Rate of Pay: (start) \$ _____ (final) \$ _____ Hourly or Salaried

May we contact this employer for a reference Yes No. Why did you leave? _____

Summarize your job responsibilities and what you liked and disliked about the position: _____

Employer _____ Dates Employed: From ____/____/____ To ____/____/____

City _____ State _____ Telephone _____ Immediate Supervisor _____

Job Title _____ Rate of Pay: (start) \$ _____ (final) \$ _____ Hourly or Salaried

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City _____ State _____ Telephone _____ Immediate Supervisor _____

Job Title _____ Rate of Pay: (start) \$ _____ (final) \$ _____ Hourly or Salaried

May we contact this employer for a reference Yes No. Why did you leave? _____

Summarize your job responsibilities and what you liked and disliked about the position: _____

Skills and Qualifications-Summarize any special training, computer 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 & State)	# Yrs	Degree Completed	Course of Study

References- Please list the name and telephone number of three business/work references who are not related to you.

1. _____ phone _____ relationship _____
2. _____ phone _____ relationship _____
3. _____ phone _____ relationship _____

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, its 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.

If I am hired, I understand that I am free to resign at any time, with or without cause and with our 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.

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 I this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** _____