

Application for Employment



Please Print

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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 Dept.

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

Name _____ Social Security # _____
 Last First Middle

Address _____
 Street City State Zip Code

Telephone# () _____ Cell # () _____ Email _____

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 positions _____ Yes No

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 Educational Co-Op

Are you able to meet the attendance requirements of the position?.....Yes No

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

If yes, please provide date(s) and details _____

Driver's license number if driving is an essential job function _____

Employment History

Provide the following information of your past three (3) employers, assignments, or volunteer activities, starting with the most recent.

From	To	Employer	Telephone
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Nature of work performed and job responsibilities	
May we contact for reference? ___Yes___No ___Later			
Reason for leaving		Hourly rate/salary	Start \$ ___per___ Final \$ ___per___
From	To	Employer	Telephone
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Nature of work performed and job responsibilities	
May we contact for reference? ___Yes___No ___Later			
Reason for leaving		Hourly rate/salary	Start \$ ___per___ Final \$ ___per___
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Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Nature of work performed and job responsibilities	
May we contact for reference? ___Yes___No ___Later			
Reason for leaving		Hourly rate/salary	Start \$ ___per___ Final \$ ___per___

References

Name	Telephone	Years known

Skills and Qualifications

List any technical and skilled trade areas that you have experience in: _____

List any machines and equipment you have operated: _____

List any special training, skill, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying: _____

Educational Background

School Name & Address, City, State, Phone	# Years Completed	Course of study	Did you graduate?	Year Graduated
High School				
College				
Other				

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

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 (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

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 such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a 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 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 without prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as 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 owner.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

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 ____/____/____