

# 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 or legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application			
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in			
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____			
Last Name		First Name	Middle Name		
Address	Number	Street	City	State	Zip Code
Telephone Number(s)		Social Security Number			

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

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

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

☐ 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 misdemeanor or felony within the last 7 years?

☐ Yes ☐ No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and heavy equipment operation

Describe any job-related training received in the United States military.

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
Address		<u>From</u>	<u>To</u>	
Telephone Number(s)		Hourly Rate	/Salary	
Job Title	Supervisor	<u>Starting</u>	<u>Final</u>	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		<u>From</u>	<u>To</u>	
Telephone Number(s)		Hourly Rate	/Salary	
Job Title	Supervisor	<u>Starting</u>	<u>Final</u>	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		<u>From</u>	<u>To</u>	
Telephone Number(s)		Hourly Rate	/Salary	
Job Title	Supervisor	<u>Starting</u>	<u>Final</u>	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		<u>From</u>	<u>To</u>	
Telephone Number(s)		Hourly Rate	/Salary	
Job Title	Supervisor	<u>Starting</u>	<u>Final</u>	
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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# Additional Information

## OTHER QUALIFICATIONS

Summarize other qualifications and extra-curricular activities

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## COMPUTER/NETWORK SKILLS

## CHECK SKILL

COMPUTER/NETWORK SKILLS		CHECK SKILL	
		Other computer skills	
		List here:	
<input type="checkbox"/> Windows Based CPU	<input type="checkbox"/> Social Media	<hr/>	<hr/>
<input type="checkbox"/> Microsoft Office Suite	<input type="checkbox"/> Internet	<hr/>	<hr/>
<input type="checkbox"/> Copier/Fax/Scanner	<input type="checkbox"/> Network Mgmt	<hr/>	<hr/>
<input type="checkbox"/> Association Software	<input type="checkbox"/>	<hr/>	<hr/>

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

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job, or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

☐ Yes

☐ No

## REFERENCES

1. Name	Telephone:
Address	
2. Name	Telephone:
Address	
3. Name	Telephone:
Address	

# Applicant's Statement

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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. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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.

I understand that a criminal background check will be completed as part of the requirement for employment and I authorize this organization to perform such a check.

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**

Position(s) Applied For Is Open:

☐ Yes☐ No

Position(s) Considered For: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes:****FOR PERSONNEL DEPARTMENT USE ONLY**Arrange Interview ☐ Yes☐ NoRemarks \_\_\_\_\_  
\_\_\_\_\_

Interviewer \_\_\_\_\_

Date \_\_\_\_\_

Employed ☐ Yes☐ No

Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

Name and Title

Date

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**Notes:**