



Employment Application

All prospective employees receive consideration without discrimination because of race, creed, color, sex, age, disability, religion, marital status, national origin, citizenship status, or any other legally protected status. You are not required to furnish information prohibited by federal, state, or local law.

Applicant Information

Please respond accurately and completely to each question. Be sure to record your full work history and do not write "see resume". Write N/A for any question which does not apply to you.

Last Name _____ Middle Name _____ First Name _____

Home Address _____

City _____ State _____ Zip _____

Social Security Number _____ Phone Number _____

Position Applying For _____ Expected Earnings \$ _____

Do you use tobacco products? Yes No

Job Duty Information

Have you reviewed the Job Description for the position you are seeking? _____

Do you understand the job's performance and physical requirements? _____

What days would you be available to work? Check all that apply.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

What time would you be able to start work each day? 3am 4am 5am 6am 7am

What time would you need to finish work each day? 4pm 5pm 6pm 7pm 8pm

Are there any days or times when you are regularly not available to work? Yes No

If Yes, please describe: _____

What type of employment are you looking for? Full Time Part time Seasonal Temp

Are you a U.S. citizen? Yes No

If No, can you demonstrate legal authorization to work in the U.S.? Yes No

If less than 18 years of age, do you have a work permit? Yes No

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

When are you available to start work? _____

If necessary, are you willing to relocate? Yes No Possibly

Job Duty Information Continued

If necessary, are you willing to travel overnight? Yes No If Yes, how often? _____

Do you have a valid driver's license? Yes No

Do you have reliable transportation to work? Yes No

Have you been convicted of any moving violations within the past years? Yes No

If Yes, list each moving violation and the date of occurrence.

Disclaimer: Please read before answering the following question. Arrest records, Juvenile records, sealed and/or expunged records should not be disclosed. A conviction is not necessarily an automatic bar to employment.

Have you been convicted of, or have you ever received, a sentence for a crime(s) other than a minor traffic violation? Yes No

If Yes, list type of conviction/sentence, date of offense, court and place where offense occurred.

Have you used names or social security numbers other than those on this application? Yes No

If Yes, please list: _____

Can you perform the job you are seeking with, or without, reasonable accommodation? Yes No

Education

Highest formal education completed: (check only one)

Elementary School High School Technical College University

High School

Name _____ Location _____

Offices, Honors _____

Technical College

Name _____ Location _____

Offices, Honors _____

Extracurriculars _____

Education Continued

University—Undergraduate

Name _____ Location _____

Offices, Honors _____

Extracurriculars _____

University—Graduate

Name _____ Location _____

Offices, Honors _____

Extracurriculars _____

Military Experience

Branch of Service _____

Nature of Duty _____

Highest Rank _____ Terminal Rank or Grade _____

Credentials

List of licenses, certifications, and/or awards you have received that help you perform at a high level

What are your shortcomings and areas for improvement?

Are you a member of any professional or job relevant organizations? *Please exclude organizations, the names of which would indicate the racial, religious, ethnic, and/or sexual orientation of its members.*

With respect to your career, what are your plans for the future?

Work Experience

List your current or most recent job first. You must account for any gaps in employment, including start and finish dates for any gaps, and include an explanation for the unemployed period. You must also provide a complete work history for the last 15 years of employment. Use the back of this page for additional space.

Company Name _____ Type of Business _____

Address _____ Supervisor Name _____

City _____ State _____ Zip _____ Phone _____

Your Job Title _____

Start Date _____ (show month/year) Starting Wage \$ _____

Finish Date _____ (show month/year) Final Wage \$ _____

Primary duties _____

Describe your favorite part of this job _____

Describe your least enjoyable part of the job _____

Reason for leaving _____

Did you experience a period of unemployment before starting this job? Yes No

If Yes, from _____ to _____. Reason _____

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Personal and Professional References

Personal References

Name _____ Occupation _____

Phone _____ Years Known _____

Name _____ Occupation _____

Phone _____ Years Known _____

Name _____ Occupation _____

Phone _____ Years Known _____

Professional References

Name _____ Occupation _____

Phone _____ Years Known _____

Name _____ Occupation _____

Phone _____ Years Known _____

Name _____ Occupation _____

Phone _____ Years Known _____

Certification and Release

I certify that the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in the application may result in rejection of my application, rescinding the offer, or discharge any time during my employment. I authorize the company and/or its agents, including "consumer reporting bureaus", to verify any of this information including, but not limited to, criminal history, offense, violation history, and motor vehicle driving records.

Candidate Signature _____ Date _____