

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Thank you for your interest in our organization! We receive applications and hire employees without regard to race, color, sex, religion, age, national origin, disability, genetic information, sickle cell trait, pregnancy, childbirth or related conditions, veterans status and citizenship status, or any other protected category. The receipt of this application does not mean that job openings exist and does not obligate us in any way.

Personal Information

Legal Name: _____ Today's Date: ____/____/____

Phone Number: _____ Email Address: _____

Current address: _____

Are you over the age of 18?

- Yes
- No (employment is subject to verification that you are of minimum legal age.)

Are you currently eligible to work in the U.S.?

- Yes
- No

Can you provide documentation that you are legally eligible to work in the U.S.?

- Yes
- No

Employment Information

Position applying for: _____ Date available to work: ____/____/____

Desired type of employment:

- Full Time
- Part Time
- Temporary

Desired salary or rate of pay: _____

General Questions

Yes	No	
		Can you perform the essential job functions for which you are applying, with or without reasonable accommodation?
		Have you ever held a position of trust (handling money or confidential material)?
		Do you have reliable transportation to work?
		Have you ever been discharged or asked to resign?
		Do you have any friends or relatives that currently work here?
		Have you ever been bonded?
		Have you ever been refused bond?
		Does your present employer know of your plans to change employment?

Birthday _____ Drivers License State _____

Social Security Number _____ Drivers License Number _____

Why do you desire to make a change?

Education Information

Schooling	Name of Institution	Degree Received (with major)	Location	Years Completed
High School				
College or Trade School				
Graduate School				

Licenses

Applicable licenses: _____

Prior Work Record

(start with most recent or present employer)

Name of Most Recent Employer: _____ Business Number: . _____

Immediate Supervisor (Name & Position): _____

Hire Date Hired: ___ / ___ / ___ End Date: ___ / ___ / ___

Job Title & Duties: _____

Reason for Leaving: _____

Name of Most Recent Employer: _____ Business Number: . _____

Immediate Supervisor (Name & Position): _____

Hire Date Hired: ___ / ___ / ___ End Date: ___ / ___ / ___

Job Title & Duties: _____

Reason for Leaving: _____

Name of Most Recent Employer: _____ Business Number: . _____

Immediate Supervisor (Name & Position): _____

Hire Date Hired: ___ / ___ / ___ End Date: ___ / ___ / ___

Job Title & Duties: _____

Reason for Leaving: _____

May we contact the employers listed above? _____

If not, indicate which one(s) you do not wish us to contact _____

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements or omission of information on this application, a resume, or other applicant information provided may be considered sufficient reason for dismissal. I understand that consumer reports which may contain public record information may be requested from the reporting agency. These reports may include information as to my character, work habits, performance, and experiences along with reasons for termination of past employment from previous employers. Further, I understand that you may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report.

I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that employment at this organization is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.

Signature of Applicant _____ Today's Date: ___ / ___ / ___