

Employment Application

Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accomodation for the application or interview.

Date of Interview (Month/Day/Year):

/ /

Applicant Data

Position Applied for:

How were you referred to us:

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile/Pager/Other: _____ E-mail: _____

Date Available to Start: _____ Salary Requirements: _____

If you are under 18 years of age, can you provide a work permit? (Yes/No) _____ If no, please explain: _____

Have you ever worked for this company? (Yes/No) _____ If yes, when? _____

Are you a citizen of the United States? (Yes/No) _____

If not, are you legally allowed to work in the United States? (Yes/No) _____

Type of employment desired: (Full-Time/Part-Time/Temporary/Seasonal) _____

Have you ever pleaded guilty, no contest or been convicted of a crime? (Yes/No) _____ If yes, give dates and details: _____

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Driver's license number (if applicable to position): _____ State: _____

Summarize Your Special Skills or Qualifications

Previous Employment (begin with most recent position)

Date of Employment: From ____/____/____ To: ____/____/____ Position(s) Held: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? (Yes/No) _____

Date of Employment: From ____/____/____ To: ____/____/____ Position(s) Held: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? (Yes/No) _____

Date of Employment: From ____/____/____ To: ____/____/____ Position(s) Held: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? (Yes/No) _____

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____