



**APPLICATION FOR EMPLOYMENT**

APPLICANTS ARE CONSIDERED FOR ALL POSITIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY-PROTECTED STATUS

**EMPLOYMENT APPLICANTS MAY BE SUBJECT TO AN EMPLOYMENT PHYSICAL AND DRUG-TESTING**

**PERSONAL**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(INCLUDE CITY, STATE & ZIP CODE)

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

ARE YOU 18 YEARS OF AGE, OR OLDER? (IF NOT, EMPLOYMENT IS SUBJECT TO VERIFICATION OF AGE): \_\_\_\_\_

ARE ANY OF YOUR RELATIVE(S)/FRIEND(S) PRESENTLY EMPLOYED BY THIS COMPANY? IF SO, WHO? \_\_\_\_\_  
\_\_\_\_\_

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS? (CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT). IF SO, PLEASE EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

ARE YOU PREVENTED FROM LAWFUL EMPLOYMENT IN THIS COUNTRY DUE TO VISA OR IMMIGRATION STATUS? (PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT) \_\_\_\_\_

HAVE YOU SERVED IN THE U.S. MILITARY/NAVAL SERVICE? \_\_\_\_\_ RANK: \_\_\_\_\_

ARE YOU PRESENTLY ENLISTED IN THE NATIONAL GUARD OR RESERVES? \_\_\_\_\_

ARE YOU ABLE TO SPEAK, READ AND/OR WRITE A FOREIGN LANGUAGE? IF SO, WHAT LANGUAGE? \_\_\_\_\_

HOW WELL DO YOU SPEAK, READ AND/OR WRITE THE ABOVE LANGUAGE?  FLUENTLY  GOOD  FAIR

**EMPLOYMENT**

POSITION(S) FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

WHAT IS YOUR WORK SCHEDULE AVAILABILITY?  FULL-TIME  PART-TIME  TEMPORARY  SHIFT WORK

WHEN CAN YOU BEGIN WORK? \_\_\_\_\_ CAN YOU WORK OVERTIME, IF NECESSARY? \_\_\_\_\_

WHAT IS THE PAY RATE YOU ANTICIPATE? \_\_\_\_\_ CAN YOU TRAVEL, IF NECESSARY? \_\_\_\_\_

HAVE YOU PREVIOUSLY FILED FOR EMPLOYMENT WITH THIS COMPANY? \_\_\_\_\_ IF SO, WHEN? \_\_\_\_\_

WERE YOU PREVIOUSLY EMPLOYED BY THIS COMPANY? \_\_\_\_\_ IF SO, WHEN? \_\_\_\_\_

INDICATE YOUR PRESENT WORK STATUS:  LAID-OFF & SUBJECT TO RECALL  UNEMPLOYED  EMPLOYED

IF PRESENTLY EMPLOYED, MAY WE CONTACT YOUR CURRENT EMPLOYER? \_\_\_\_\_

**EDUCATION**

**HIGH SCHOOL**

NAME & ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

COURSE OF STUDY: \_\_\_\_\_

NO. OF YEAR(S) ATTENDED: \_\_\_\_\_ DID YOU GRADUATE? \_\_\_\_\_ DEGREE/DIPLOMA RECEIVED: \_\_\_\_\_  
.....

**COLLEGE**

NAME & ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

COURSE OF STUDY: \_\_\_\_\_

NO. OF YEAR(S) ATTENDED: \_\_\_\_\_ DID YOU GRADUATE? \_\_\_\_\_ DEGREE/DIPLOMA RECEIVED: \_\_\_\_\_  
.....



**GRADUATE PROFESSIONAL SCHOOL**

NAME & ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

COURSE OF STUDY: \_\_\_\_\_

NO. OF YEAR(S) ATTENDED: \_\_\_\_\_ DID YOU GRADUATE? \_\_\_\_\_ DEGREE/DIPLOMA RECEIVED: \_\_\_\_\_

**OTHER EDUCATIONAL SCHOOL/FACILITY (SPECIFY)**

NAME & ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

COURSE OF STUDY: \_\_\_\_\_

NO. OF YEAR(S) ATTENDED: \_\_\_\_\_ DID YOU GRADUATE? \_\_\_\_\_ DEGREE/DIPLOMA RECEIVED: \_\_\_\_\_

**EXPERIENCE (BEGIN WITH MOST RECENT JOB. EXCLUDE INFORMATION THAT REVEAL RACE, RELIGION, DISABILITIES, OR ANY PROTECTED STATUS)**

NAME & ADDRESS OF EMPLOYER: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ DATES EMPLOYED: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

COMPENSATION AT START OF JOB: \_\_\_\_\_ COMPENSATION AT END OF JOB: \_\_\_\_\_

DUTIES PERFORMED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

NAME & ADDRESS OF EMPLOYER: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ DATES EMPLOYED: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

COMPENSATION AT START OF JOB: \_\_\_\_\_ COMPENSATION AT END OF JOB: \_\_\_\_\_

DUTIES PERFORMED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

NAME & ADDRESS OF EMPLOYER: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ DATES EMPLOYED: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

COMPENSATION AT START OF JOB: \_\_\_\_\_ COMPENSATION AT END OF JOB: \_\_\_\_\_

DUTIES PERFORMED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

WHICH OF THE ABOVE JOBS DID YOU LIKE BEST & WHY? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFILIATIONS (EXCLUDE MEMBERSHIPS THAT REVEAL RACE, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITIES, OR OTHER PROTECTED STATUS)**

INDICATE PROFESSIONAL, TRADE, BUSINESS OR CIVIL ACTIVITIES AND OFFICES HELD. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INDICATE OTHER EXTRA-CURRICULAR ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**GENERAL**

SUMMARIZE SPECIAL JOB-RELATED SKILLS/QUALIFICATIONS ACQUIRED FROM PREVIOUS EMPLOYMENT/EXPERIENCE, OR TRAINING RECEIVED DUE TO ENGAGEMENT IN THE MILITARY: \_\_\_\_\_

INDICATE ADDITIONAL SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: \_\_\_\_\_

INDICATE ADDITIONAL INFORMATION WHICH MAY BE HELPFUL WHEN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT: \_\_\_\_\_

**REFERENCES**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ REFERENCE IS:  PERSONAL  BUSINESS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ REFERENCE IS:  PERSONAL  BUSINESS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ REFERENCE IS:  PERSONAL  BUSINESS

**DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING**

ARE YOU REASONABLY CAPABLE OF PERFORMING, WITH OR WITHOUT PRACTICAL ACCOMMODATION, THE ACTIVITIES INVOLVED IN THE JOB/POSITION FOR WHICH YOU HAVE APPLIED?  YES  NO  
(IF APPLICABLE, A DESCRIPTION OF THE ACTIVITIES INVOLVED MAY BE ATTACHED HERETO)

**APPLICANT'S STATEMENT**

I CERTIFY THAT ALL ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

I AM AWARE THAT THIS APPLICATION FOR EMPLOYMENT SHALL BE CONSIDERED ACTIVE FOR A PERIOD OF TIME NOT TO EXCEED FORTY-FIVE (45) DAYS AND THAT IF I WISH TO BE CONSIDERED FOR EMPLOYMENT BEYOND SUCH TIME I 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 I, AS AN EMPLOYEE, MAY RESIGN AT ANY TIME, AND/OR THAT THE EMPLOYER MAY DISCHARGE ME, THE EMPLOYEE, AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT SUCH "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.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION AND/OR INTERVIEW(S) MAY RESULT IN DISCHARGE. ADDITIONALLY, I UNDERSTAND THAT I AM REQUIRED TO ABIDE BY ALL POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE EMPLOYER.

DATE OF APPLICATION

SIGNATURE OF APPLICANT