

APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____ Mobile/Other#: _____ Email: _____

Position(s) applied for: _____

If necessary, the best time to call you is: _____

May we contact you at work? Yes No

If yes, work number: _____ Best time to call: _____

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain: _____

Have you submitted an application before? Yes No

If yes, give date(s) and position(s): _____

Have you ever been employed here before? Yes No

If yes, give date(s): From: _____ To: _____

Are you legally eligible for employment in this country? Yes No

Date available for work: _____

What is your desired salary range or hourly rate of pay? \$ _____ Per _____

Type of employment desired: Full-Time Part-Time

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

Will you work overtime if required? Yes No

If no, please explain: _____

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? *Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.* Yes No

If yes, please provide date(s) and details: _____

EMPLOYMENT HISTORY: Starting with your most recent employer, provide the following information.
Continue on separate sheet of paper if necessary.

Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____

Starting job title/final job title: _____

Immediate supervisor and title (for most recent position held): _____

May we contact for reference?: Yes ___ No ___ Later ___

Why did you leave? _____

Summarize the type of work performed and job responsibilities: _____

What did you like the most about your position? _____

What were the things you liked least about the position? _____

Dates Employed: From: _____ To: _____

Compensation (Starting): Hourly ___ Salary ___ \$ _____ Per _____

Compensation (Final): Hourly ___ Salary ___ \$ _____ Per _____

Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____

Starting job title/final job title: _____

Immediate supervisor and title (for most recent position held): _____

May we contact for reference?: Yes ___ No ___ Later ___

Why did you leave? _____

Summarize the type of work performed and job responsibilities: _____

What did you like the most about your position? _____

What were the things you liked least about the position? _____

Dates Employed: From: _____ To: _____

Compensation (Starting): Hourly ___ Salary ___ \$ _____ Per _____

Compensation (Final): Hourly ___ Salary ___ \$ _____ Per _____

Have you ever been fired or asked to resign from a job? Yes ___ No ___

If yes, please explain: _____

EDUCATIONAL BACKGROUND: Starting with your most recent school attended, provide the following information.

School: _____	City: _____	State: _____
Years: _____	GPA/Class Rank: _____	Major/Minor: _____
Completed: <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree: _____		
<input type="checkbox"/> Certification: _____	<input type="checkbox"/> Other: _____	
School: _____	City: _____	State: _____
Years: _____	GPA/Class Rank: _____	Major/Minor: _____
Completed: <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree: _____		
<input type="checkbox"/> Certification: _____	<input type="checkbox"/> Other: _____	

REFERENCES: List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name:	Title:	Relationship:	Phone#:	# Years Known:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPLICANT STATEMENT: I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. I understand that this application remains current for 6 months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application. If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability or any other protected status under applicable federal, state or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials and any other words or conduct that demean, stigmatize, intimidate or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate or nonemployee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment or may result in my immediate discharge from the employer's service whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature: _____ Date: _____