# Application for Employment

#### Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name	Applicant ID #
Last First Address	Middle
Street       Telephone # ()       Cellular/Other Phone # ()	City State ZIP Code
Position(s) applied for	Date of application/ /
Referral Source (Please check the appropriate category and list the source.)	
Walk-in	School
Employee	Job Fair
Advertisement	Staffing Agency
Company's Website	Government Employment Agency
Other Internet	Other
If necessary, best time to call you is : M Home Cellular/Other May we contact you at work? Yes No If <b>yes</b> , work number and best time to call:	Will you travel if job requires it? Yes No If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No
() <u>: AM</u>	Will you work overtime if required? 🗌 Yes 🗌 No
If you are under 18 and it is required, can you furnish a work permit? Yes No If <b>no</b> , please explain:	If <b>no</b> , please explain:
Have you submitted an application here before? If <b>yes</b> , give date(s) and position(s):	Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation,
Have you ever been employed here before? Yes No	or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.
If <b>yes</b> , give dates: From To To	Yes No Need more information about the job's "essential functions" to respond
Is this application a request for reemployment following an extended military leave of absence from this company? Yes No If <b>yes</b> , additional information may be requested.	Driver's license number required if driving may be required in the job for which you are applying: State
Are you legally eligible for employment in this country?	Have you ever been bonded? Yes No Have you entered into an agreement with any former employer or
Date available for work	other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? $\Box$ Yes $\Box$ No
What is your desired salary range or hourly rate of pay?	If <b>yes</b> , please explain:
Per  These of even lower and desired.     Full Times Dout Times	
Type of employment desired:Image: Full-TimeImage: Part-TimeImage: Educational Co-OpImage: SeasonalImage: Temporary	
Will you relocate if job requires it? Yes 🗌 No	

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ummarize the type of work performed and job responsibilities.	What did you like most about your position?	
What did you like most about your position?		
	What were the things you liked least about the position?	

Employment History (continu	ed)		
Explain any gaps in your employme	ent, other than those due to p	ersonal illness, injury or disability	7
If not addressed on previous page, l	nave you ever been fired or as	ked to resign from a job?	🗌 Yes 🗌 No
If <b>yes</b> , please explain:			
Skills and Qualifications			
Summarize any special training, skil	ls, licenses and/or certificates	hat may assist you in performing t	he position for which you are applying:
Computer Skills (Check appropriate bo	xes. Include software titles and yea	rs of experience.)	
Word Processing	Years:	□ Internet	Years:

Spreadsheet	Years:	□ Other	Years:
Presentation	Years:	□ Other	Years:
E-mail	Years:	□ Other	_Years:

# **Educational Background**

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

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		Diploma GED Degree Certification Other		
		Diploma GED Degree Certification Other		
		Diploma GED     Degree Certification Other		
		Diploma GED Degree Certification Other		

# References

List names and telephone numbers 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 to You	Telephone	E-mail	# of Years Known
			( )		
			()		
			( )		

## Social Security Number

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SS# –

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

### **Related Information**

To what job-related organizations (professional, trade, etc.) you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization	Offices Held	

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes No Not Applicable

If yes, please explain: \_

Is there any other job-related information you want us to know about you? \_

#### 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, resumé 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 only 30 days. 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 same 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, genetic information, 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, genetic information, citizenship, age, disability, or any other protected status. Examples of prohibited harassment based on sex, race, color, religion, national origin, genetic information, 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 non-employee (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 (i) eliminate me from further consideration for employment, or (ii) 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 of Applicant

Date	/	/	/



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