

Employment Application

Name:		Date:	
Address:		SS#:	
City:	State:	Zip:	Number: () -

Position desired?	
Can you perform the essential functions of the position for which you are applying? YES [<input type="checkbox"/>] NO [<input type="checkbox"/>] If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question)	
When would you be available to begin work?	
Are you legally eligible to be employed in the United States? YES [<input type="checkbox"/>] NO [<input type="checkbox"/>] (Proof of identity and eligibility will be required upon employment)	
Are you over the age of 18 years? YES [<input type="checkbox"/>] NO [<input type="checkbox"/>] (If no, you may be required to provide authorization to work.)	
Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment within the last seven years? YES [<input type="checkbox"/>] NO [<input type="checkbox"/>] If yes, please explain: (A conviction will not necessarily result in the denial of employment.)	
Have you ever worked for this Company before? YES [<input type="checkbox"/>] NO [<input type="checkbox"/>]	
If yes, where?	
When? (Give dates)	Job Title:
Do you have any relatives or friends who work for the Company? YES [<input type="checkbox"/>] NO [<input type="checkbox"/>] If yes, who and where do they work?	
Have you ever done any volunteer work? YES [<input type="checkbox"/>] NO [<input type="checkbox"/>] If yes, describe: (Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)	
Are you available to work: DAYS [<input type="checkbox"/>] NIGHTS [<input type="checkbox"/>] WEEKENDS [<input type="checkbox"/>] FULL-TIME [<input type="checkbox"/>] If you cannot work full time, please explain:	

Days and Hours Available: (If employed, I will notify my supervisor in writing should my availability change.)

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:	X						
To:	X						

Are you presently employed? YES [] NO [] If yes, may we contract your employer? YES [] NO [] If presently employed, why are you considering leaving?

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? YES [] NO [] If yes, please explain and list offices held: (Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

Account for any full month since leaving school (high school or college) that you were not working:

	From	To	Reason
Mo/Yr			
Mo/Yr			
Mo/Yr			

EDUCATION

	Name & Location of School	Course of Study	No. of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying?

YES [] NO [] If yes, please describe:

List academic honors, extracurricular activities, offices held etc. in high school or college: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

EMPLOYMENT - Start with your present or most recent position

Name of Employer:		Telephone Number:	
Full Address (Including Street, City, State, & Zip)		Supervisor's Name and Title	
Dates Employed		Rate of Pay	
From (mm/dd/yyyy)	To (mm/dd/yyyy)	Beginning	Final
Describe the Work Performed			

Name of Employer:		Telephone Number:	
Full Address (Including Street, City, State, & Zip)		Supervisor's Name and Title	
Dates Employed		Rate of Pay	
From (mm/dd/yyyy)	To (mm/dd/yyyy)	Beginning	Final
Describe the Work Performed			

Name of Employer:		Telephone Number:	
Full Address (Including Street, City, State, & Zip)		Supervisor's Name and Title	
Dates Employed		Rate of Pay	
From (mm/dd/yyyy)	To (mm/dd/yyyy)	Beginning	Final
Describe the Work Performed			

Use an additional sheet of paper if more space is necessary.

PERSONAL REFERENCES - Give three references (not relatives or employers)

Name:	Occupation:
Full Address (Including Street, City, State, & Zip)	Telephone Number

Name:	Occupation:
Full Address (Including Street, City, State, & Zip)	Telephone Number

Name:	Occupation:
Full Address (Including Street, City, State, & Zip)	Telephone Number

Applicants will receive consideration for positions, without regard to race, color, religion, age, sex, except where sex is a bonafide occupational qualification, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam area.

IMPORTANT, PLEASE READ AND SIGN

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this Application for Employment can be grounds for termination from the company or its subsidiaries. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Signed: _____

Do not write below this line

RESULTS

Employed: YES [] NO []

If Yes, Job Title: _____ Department _____

Employment Start Date: _____ Compensation \$ _____ per _____

Interviewed by: _____ Date: _____