

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status.

[Please Print]

Position(s) applied for		Date of application	
How did you learn about us?			
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Walk-In	
		<input type="checkbox"/> Other	
Last Name		First Name	
		Middle Name	
Address	Number	Street	City
		State	Zip Code
Telephone Number(s)		Social Security Number	

Do you currently hold a valid Drivers License? YES NO

Have you ever filed an application with us before? YES NO

Have you ever been employed with us before? YES NO

If yes, give date

If yes, give date

Are you currently employed? YES NO

May we contact your present employer? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment.) YES NO

On what date would you be available for work? _____

Are you available to work:

Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? YES NO

Can you travel if job requires it? YES NO

Have you been convicted of felony within the last 7 years?
(Conviction will not necessarily disqualify an applicant from employment.) YES NO

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job title		Supervisor			
Reason for leaving					
2	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job title		Supervisor			
Reason for leaving					
3	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job title		Supervisor			
Reason for leaving					
4	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job title		Supervisor			
Reason for leaving					

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check skills / equipment operated

_CRT	_Fax	Production/mobile machinery (list)	Other (list)
<input type="checkbox"/> _PC	<input type="checkbox"/> _Lotus 1-2-3	_____	_____
<input type="checkbox"/> _Calculator	<input type="checkbox"/> _PBX System	_____	_____
<input type="checkbox"/> _Typewriter	<input type="checkbox"/> _Wordperfect	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

_ YES _ NO

References

1		()	
	Name		Phone #
	Address		
2		()	
	Name		Phone #
	Address		
3		()	
	Name		Phone #
	Address		