

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer. We consider applicants for all positions without regard to race, creed, gender, national origin, age, disability, marital 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?

Advertisement

Friend

Walk-in

Employment Agency

Relative

Other _____

Last Name _____

First Name _____

Middle Name _____

Address _____

City _____

State _____

Zip code _____

Home Phone Number _____

Cell Phone Number _____

Social Security Number _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____

Yes No

Have you ever filled out an application with us before? _____

Yes No

If Yes, give date _____

Have you ever been employed with us before? _____

Yes No

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 a job requires it? _____

Yes No

Have you been convicted of a felony within the last 7 years? _____

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

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 that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Hourly Rate/Salary	
	From	To	Starting	Final
Address				
Telephone Number(s)		Job Title		Supervisor
Reason for Leaving				
Work Performed				

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Telephones(s)		Job Title		Supervisor
Reason for Leaving				
Work Performed				

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 that 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 PC CALCULATOR TYPEWRITER

MICROSOFT WINDOWS 95,97,98 WORDPERFECT MICROSOFT EXCEL

OTHER _____

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

REFERENCES

1. _____ (____) _____
Name Phone number

_____ Address City Zip code

2. _____ (____) _____
Name Phone number

_____ Address City Zip code

3. _____ (____) _____
Name Phone number

_____ Address City Zip code
