



Application for Employment

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: (____) _____

Email Address: _____

Position Desired: _____ Pay Desired: \$ _____

Can you perform the essential functions of the position for which you are applying? YES ☐ NO ☐

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 ☐ NO ☐ (Proof of identity and eligibility will be required upon employment)

Are you over the age of 18 years? YES ☐ NO ☐ (If no, you may be required to provide authorization to work.)

Have you ever worked for this Company before? YES ☐ NO ☐ If yes, where? _____

When? (Give dates) _____ Job Title: _____

Do you have any relatives or friends who work for the Company? YES ☐ NO ☐

If yes, who? _____

Did someone refer you for the position you are applying for today? If yes, Who? _____

Have you ever done any volunteer work? YES ☐ NO ☐ If yes, describe: (Omit any volunteer work that reflect your race, color, creed, religion, age, sex, sexual orientation, marital status, national origin, citizenship status or disability)

Are you available to work: DAYS ☐ NIGHTS ☐ WEEKENDS ☐ FULL TIME ☐. If you cannot work full time, please explain: _____

Are you presently employed? YES ☐ NO ☐ If yes, may we contact 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 organizations that reflect your race, color, creed, religion, age, sex, sexual orientation, marital status, national origin, citizenship status or disability)

Education

	Name and 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:

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 From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final Rate	Reason for leaving
Describe the Work Performed _____ _____ _____				
Name of Employer		Telephone Number ()		
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title		
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final Rate	Reason for leaving
Describe the Work Performed _____ _____ _____				
Name of Employer		Telephone Number ()		
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title		
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final Rate	Reason for leaving
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) Street _____ City _____ State _____ Zip _____	Telephone Number ()
Name	Occupation
Full Address (Including Street, City, State & Zip) Street _____ City _____ State _____ Zip _____	Telephone Number ()
Name	Occupation
Full Address (Including Street, City, State & Zip) Street _____ City _____ State _____ Zip _____	Telephone Number ()

APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, AGE, SEX, SEXUAL ORIENTATION, MARITAL STATUS, NATIONAL ORIGIN, CITIZENSHIP STATUS, DISABILITY, AND EQUALLY TO DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA.

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: _____