

EMPLOYMENT APPLICATION

EMPLOYMENT INFORMATION

Name: _____
 Last First Middle

Address: _____

Telephone: _____ Alternate Telephone: _____ Email Address: _____

Are you 18 years of age or older? Yes No Are you able to perform the essential function of the position

I am seeking a permanent position: Yes No with or without accommodations? Yes No

If necessary for the job, I am able to:

- Work overtime? Yes No Full-Time Part-Time Temporary
- Provide a valid Driver's License? Yes No
- Are you legally entitled to work in the U.S.? Yes No

I will be able to report to work _____ days after being notified I am hired.

EMPLOYMENT HISTORY

Employer name and address:	Position title/duties, skills:	Start Date:
		End Date:
		Hours Per Week:
		Number of Employees Supervised:
		Reason for Leaving:
Start Pay: \$ _____	Supervisor:	Telephone:
End Pay: \$ _____		May we contact this employer?
Employer name and address:	Position title/duties, skills:	Start Date:
		End Date:
		Hours Per Week:
		Number of Employees Supervised:
		Reason for Leaving:
Start Pay: \$ _____	Supervisor:	Telephone:
End Pay: \$ _____		May we contact this employer?
Employer name and address:	Position title/duties, skills:	Start Date:
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		Reason for Leaving:
Start Pay: \$ _____	Supervisor:	Telephone:
End Pay: \$ _____		May we contact this employer?

EDUCATION

Institution Name	Years Completed	Field of Study	Graduate/Degree
High School			
College/University			
Business/Technical			

MILITARY

Are you a veteran? Yes No

Duty/specialized training? _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair: Typing speed: _____ per minute

Professional licenses, certifications or registrations:

Additional skills, including supervision skills or information regarding the career/occupation you wish to bring to the employer's attention:

Languages read, written or spoken fluently other than English and Proficiency level:

REFERENCES

List two references who are **NOT** relatives or former supervisors.

Name	Address	Telephone	Occupation	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EMPLOYMENT

Type of work desired: _____ Salary/Wage desired: _____

How were you referred to our organization? _____

Do you have any relatives who are employed by this organization? Yes No

Please specify: _____

APPLICANT'S STATEMENT

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms, named herein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Applicant Signature: _____ Date: _____