Application for Employment

Please Print An Equal Opportunity Employer



Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. Position (s) applied for _ Name Social Security # Address Telephone # (Cell or other #(Referral (how did you hear about the job?)_ If you are under 18, and it is required, can you furnish a work permit? ☐ No If **NO**, please explain Have you been employed here before? If YES, give dates & positions_ ☐ Yes ■ No Are you legally eligible for employment in this country?......□ Yes ■ No Date available for work_ _Desired salary range \$ Type of employment desired ☐ Full-time ☐ Temporary ■ Seasonal ☐ Part-time ☐ Intern Driver's license number if driving may be required for position State **Employment History** Provide the following information starting with your most recent employer. Employer Telephone # Dates employed: Street Address State Starting job title/ final job title Commission/Bonus/Other Compensation Immediate supervisor & title (for most recent position held) May we contact for reference?
Yes □ No □ Later Why did you leave? Commission/Bonus/Other Compensation Summarize work performed and responsibilities What did you like most about your position? What did you like least? Employer Telephone # Street Address City Starting job title/ final job title May we contact for reference? Immediate supervisor & title (for most recent position held) □ Salary per Why did you leave? Commission/Bonus/Other Compensation Summarize work performed and responsibilities What did you like most about your position? What did you like least? Employer Telephone # State ☐ Hourly Salary per Starting job title/ final job title Commission/Bonus/Other Compensation Immediate supervisor & title (for most recent position held) May we contact for reference? per Why did you leave? Summarize work performed and responsibilities What did you like most about your position? What did you like least?

Skills and Qualifications							
Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.							
Computer Skills (Check appropriate boxes. Include	le software titles and year	rs of experi	ence.)				
☐ Word processing	Years		E-mail			Years	
☐ Word processing	Years		Internet			Years	
☐ Presentation	Years		Other			Years	
Educational Background Starting with your most recent school attended, provide the following information.							
School (include city & state)	C	Years ompleted	C	ompleted	GPA	Major/Minor	
			Diploma Degree Certification Other	I GED			
			☐ Diploma ☐ Degree ☐ Certification ☐ Other				
			Diploma Degree Certification Other				
References							
List names and telephone numbers of three but If no work history, list three school or person				ted to you.			
Name	Title	Re	lationship to you	Telephon	ie	# of years known	

Applicant Statement

I certify that all information I have provided in order to apply for and obtain work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, or employees to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only six months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's CEO or president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.						
Signature of Applicant						