

# Application For Employment

we consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

Position(s) Applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

How Did You Learn About Us?

- Advertisement
- Employment Agency
- Relative
- Friend
- Inquiry
- Other \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ Number \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Social Security Number (Voluntary) \_\_\_\_\_  
| | | |

Best time to contact you is:.....:.....  
AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work?.....  Yes  No

Have you ever filed an application with us before?.....  Yes  No

.....If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here?.....  Yes  No

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

Date available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:    \_\_\_Full-Time    (please indicate 1 2 3 shift)  
    \_\_\_Part-Time    (please indicate Mornings Afternoon Evenings)  
    \_\_\_Temporary    (please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

Are you currently on "lay-off" status and subject to recall?..... Yes    \_\_\_ No

Can you travel if a job requires it?..... Yes    \_\_\_ No

School	Name and Address of School	Course of Study	Years completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (specify)				

**WORK 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.

Employer: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number(s) \_\_\_\_\_  
 Starting/Present Job Titles \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Dates Employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Hourly Rate/Salary Starting: \_\_\_\_\_ Final \_\_\_\_\_  
 Worked Performed \_\_\_\_\_



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Worked Performed \_\_\_\_\_

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

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

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**ADDITIONAL INFORMATION**

**Other Qualifications** summarize special job-related skills and qualifications acquired from employment or other experience.

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Specialized Skills

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobil	Other
<input type="checkbox"/> PC/ MAC	<input type="checkbox"/> Word Processing	Machinery (list)	
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM_____	WPM_____	_____	_____

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

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PERSONAL/PROFESSIONAL REFERENCES

Name	Phone Number	Best Time to Call	Occupation
1			
2			
3			