**EMPLOYMENT APPLICATION**

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| Programs, services and employment are equally available to everyone. Please inform the Human Resources Personnel if you require reasonable accommodation for the application or interview | Date of Interview (Month/Day/Year): |
|  / / |
| **Application Information** | Position Applied for: |
| How were you referred to us: |  |

|  |  |
| --- | --- |
| Full Name: |  |
|  |  |  |  |  |  |  |  |
| Address: |  | City: |  | State: |  | Zip: |  |
|  |  |  |  |  |  |  |  |
| Phone: |  | Mobile/Pager/Other: |  | Email: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Available to Start |  |  | Social Security Number |  | Salary Requirements |  |

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| --- |
| If you are under 18 years of age, can you provide a work permit? [ ]  Yes [ ]  No |
| If no, please explain: |  |
|  |
| Have you ever worked for this company? [ ]  Yes [ ]  No |
| If yes, when?: |  |
| Are you a citizen of the United States? [ ]  Yes [ ]  No |
| If not, are you legally allowed work in the United States? [ ]  Yes [ ]  No |
| Type of employment desired? [ ]  Full-Time [ ]  Part-Time [ ]  Temporary [ ]  Seasonal  |
| Have you ever pleaded guilty, no contest or been convicted of a crime? [ ]  Yes [ ]  No   |
| If yes, give dates and details: |  |
|  |

Answering yes to these questions does not constitute an automatic rejection for employment. Date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

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| Driver's license number (if applicable to position): |  | State: |  |

**­­­Summarize Your Special Skills or Qualifications**

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**­­­Previous Employment (begin with most recent position)**

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| Dates of Employment: From |  / / | To |  / / | Position(s) Held: |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Company Name: |  |  |  | Address: |  |

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| --- | --- | --- | --- | --- | --- | --- |
| City: |  |  | State: |  | Zip: |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Phone: |  |  | Supervisor: |  | Title: |  |
| Responsibilities: |  |

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|  |
| Starting Salary and Title: |  |  | Ending Salary and Title: |  |
| Reason for Leaving: |  |

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| May we contact this employer for a reference? [ ]  Yes [ ]  No |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates of Employment: From |  / / | To |  / / | Position(s) Held: |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name: |  |  |  | Address: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| City: |  |  | State: |  | Zip: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Phone: |  |  | Supervisor: |  | Title: |  |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- |
| Starting Salary and Title: |  |  | Ending Salary and Title: |  |
| Reason for Leaving: |  |

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| May we contact this employer for a reference? [ ]  Yes [ ]  No |

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

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| --- | --- | --- | --- | --- |
| Signature of Applicant: |  |  | Date: |  |