

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national Origin, age, disability, marital or veteran status or any other legally protected status.

(PLEASE PRINT)

Last Name:	First Name:	Middle Name:
_____	_____	_____
Address: Number and Street	City:	State: Zip Code:
_____	_____	_____
Telephone Numbers:	Social Security Number	
_____	_____	

Position Desired: _____	Referred by: _____
Best time to contact you at home is....? _____ : _____ AM (or) PM	
Have you ever filed an application with us before...? _____ Yes _____ No	If (Yes) give date: _____
Have you ever been employed with us before...? _____ Yes _____ No	If (Yes) give date: _____
Do any of your friends or relatives work here...? _____ Yes _____ No	If (Yes) give name: _____
Are you currently employed ? _____ Yes _____ No	May we contact your present employer? _____
Date available for work _____ / _____ / _____	What is your desired salary range? _____
Are you available to work: _____ Full Time: _____ Part Time: _____ (please indicate: 1 st or 2 nd Shift)	
WE ARE AN EQUAL OPPORTUNITY EMPLOYER	

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, special job-related skills and qualifications acquired from employment or Other experience and any extra-curricular activities.

Describe any job-related training received in the United States Military

EMPLOYMENT EXPERIENCE

Start with your present or last job: Include any job-related information and military service assignments, or volunteer work.

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title:	Supervisor:			
Reason for Leaving:				

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title:	Supervisor:			
Reason for Leaving:				

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title:	Supervisor:			
Reason for Leaving:				

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title:	Supervisor:			
Reason for Leaving:				

ADDITIONAL INFORMATION

References:

1.	()	
(Name)		Phone #
(Address)		
2.	()	
(Name)		Phone#
(Address)		
3.	()	
(Name)		Phone#
(Address)		

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should fill out a new application or call to inquire regarding job openings available at the time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge, I understand, also, that I am required to abide by all rules and regulations of the employer:

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

ARRANGE INTERVIEW _____ YES _____ NO Date Interviewed: _____ By: _____
REMARKS _____

Hired: (Yes) (No) Hold for future Interview: (Yes) (No)
Hire Date: _____ Job Title: _____ Hourly Rate/Salary: _____ Department _____