

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Human Resources Department.

Position(s) applied for: _____ Date of application: ____/____/____

Name: _____ Social Security No.: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: (____) _____ - _____ Mobile (____) _____ - _____ Email: _____

If you are under 18, and it is required, can you furnish a work permit?..... YES NO
 If no, please explain: _____

Have you ever been employed here before? YES NO

If yes, give dates and positions: _____

Are you legally eligible for employment in this country?..... YES NO

Date available for work: ____/____/____ What is your desired salary range? _____

Type of employment: FULL TIME PART TIME TEMPORARY SEASONAL ED CO-OP

Are you able to meet the attendance requirements of the position? YES NO

Have you ever pled "GUILTY" or "NO CONTEST" to, or been convicted of a crime? YES NO

If yes, please provide date(s) and details: _____

Answering yes to these questions does not constitute an automatic bar to employment, factors such as date of the offense, seriousness and nature of the violation rehabilitation and position applied for will be taken into account.

Driver's license number, if driving is an essential job function: _____ State _____

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or qualifications that may qualify you as being able to perform job related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND

High School	# of Yrs Completed	Did you graduate	Course Studied
College	# of Yrs Completed	Did you graduate	Course Studied
Other	# of Yrs Completed	Did you graduate	Course Studied

EMPLOYMENT HISTORY

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From	To	Employer	Telephone Number		
Start/Ending Job Title	Address		City	St	Zip
Immediate Supervisor YES <input type="radio"/> NO <input type="radio"/>	Summarize the nature of work performed and job responsibilities				
May we contact	Hourly Rate/Salary - Start \$	per	Final \$	per	
REASON FOR LEAVING: _____					

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Immediate Supervisor YES <input type="radio"/> NO <input type="radio"/>	Summarize the nature of work performed and job responsibilities				
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REFERENCES

NAME	Telephone #	No of Yrs known
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APPLICANT STATEMENT

I certify that all the information I have provided in order to apply for and secure work with the employer is true, complete and correct. 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 (1) cancel further consideration of this application, of (2) immediately discharge me from the employer's service, wherever it is discovered. I expressly authorize, without reservation, the employer, its representatives, employees or agents 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 of 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 such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that the employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant for consideration for employment on a basis prohibited by applicable local, state or federal law. I understand that this application remains current for only 30 days. 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 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 without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and 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 president. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT

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

Signature of Applicant: _____ Date: ____/____/____