

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 the Human Resources Dept.

Position(s) applied for: _____

Name: _____ Telephone # () _____

Last First Middle

Address: _____
Street City State Zip Code

Referral Source: (how did you hear about us?) _____

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 desired Full-Time Part-Time Seasonal Temporary

Have you ever been convicted of any felony or criminal offense involving theft, dishonesty, fraud or violence? Yes No
If **yes**, provide the following information: Date of conviction _____ County of conviction _____

State of conviction _____ Offense convicted of _____

PLEASE NOTE: You are not required to respond "Yes" for any marijuana-related conviction that occurred more than 2 years ago, a conviction for any offense which you participated in a diversion program or any conviction that has been sealed or expunged and any misdemeanor conviction for which probation has been successfully completed or otherwise discharged. An affirmative response will not result in your automatic disqualification from employment.

Employment History

Starting with your most recent employer, provide the following information.

Employer Telephone # _____
() _____
Dates employed: Month _____ Year _____
to Month _____ Year _____

Street Address City State
Compensation (Starting)
\$ _____ per hour/salary

Starting job title/final job title
Comission/Bonus/Other Compensation
\$ _____

Immediate supervisor and title (for most recent position held) _____
May we contact for reference? _____
Compensation (Final)
\$ _____ per hour/salary

Why did you leave?
Summarize the type of work performed and job responsibilites. _____
Comission/Bonus/Other Compensation
\$ _____

What did you like most about your position? _____

What were the things you like least about the position? _____

Employer Telephone # _____
() _____
Dates employed: Month _____ Year _____
to Month _____ Year _____

Street Address City State
Compensation (Starting)
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Starting job title/final job title
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Why did you leave?
Summarize the type of work performed and job responsibilites. _____
Comission/Bonus/Other Compensation
\$ _____

What did you like most about your position? _____

What were the things you like least about the position? _____

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.

Educational Background

Starting with your most recent school attended, provide the following information.

School (include city and state)	Years Completed	Completed	GPA	Major/Minor
		Diploma ___ GED ___ Degree ___ Other ___ Certification _____		
		Diploma ___ GED ___ Degree ___ Other ___ Certification _____		
		Diploma ___ GED ___ Degree ___ Other ___ Certification _____		

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors.

If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship	Telephone	Years Known
			()	
			()	
			()	

Applicant Statement

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

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, resumé 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 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 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 agreement 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 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.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

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

Signature of Applicant _____

Date _____ / _____ / _____