



Location _____

Application for Employment

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

Name _____ Social Security # _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone # _____ Mobile/Other Phone # _____ E-Mail _____

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 position(s) _____

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 Educational Co-Op

Number of hours desired per week: _____

Are you able to meet the attendance requirements of this position?..... Yes No

Times Available to Work:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Comments: _____

Have you ever plead "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 _____

Educational Background

Name and Location	Number of years completed	Did you graduate?		Course of Study
		Major	Degree	
High School				
College				
Other				

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in this position for which you are applying: _____

Employment History

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

From	To	Employer	Telephone #
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Hourly Rate/Salary Start: _____ per _____ Final: _____ per _____	

From	To	Employer	Telephone #
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Hourly Rate/Salary Start: _____ per _____ Final: _____ per _____	

From	To	Employer	Telephone #
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Hourly Rate/Salary Start: _____ per _____ Final: _____ per _____	

From	To	Employer	Telephone #
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Hourly Rate/Salary Start: _____ per _____ Final: _____ per _____	

References

The references listed below should not be related to you.

Name	Years Known	Telephone Number

Applicant Statement

I certify that all 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 (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representative, 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 information provided by me in this application, resume 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 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 question on this application is used for purpose of limiting or excusing any applicant from 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 a proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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 ____/____/____

FOR OFFICE USE ONLY

Wage Discussed _____ Position & Hours Discussed _____

Comments _____
