

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.

POSITION APPLYING FOR: _____ **DATE:** _____

PERSONAL INFORMATION

Legal Name: First _____ Last _____ Middle Initial _____

Address: Street _____ City _____ State _____ Zip Code _____

Home Telephone: _____ Other Telephone: _____

E-mail: _____ Last 4 of Social Security #: _____

Drivers License # _____ State: _____

(if position requires operation of a company vehicle)

Are you legally eligible for employment in the United States? Yes No

Unites States Visa status, if applicable: _____

Have you been convicted of a felony? Yes No

If yes, please explain circumstances: _____

Are you at least 18 years old? Yes No

POSITION INFORMATION

Position(s) applying for: _____ Salary desired: \$ _____

Employment status desired: Full Time Part Time Temporary

If hired, when could you start? _____

How did you hear about this Job? _____

EMPLOYMENT HISTORY (most recent first)

Job Title:	Duties:		
Employer:			
Dates of Employment (month/year) From: To:			
Starting Salary:	Ending Salary:		
Employer's Address:			
Supervisor:	May we contact? Yes No	Phone:	
Reason for Leaving:			
Job Title:	Duties:		
Employer:			
Dates of Employment (month/year) From: To:			
Starting Salary:	Ending Salary:		
Employer's Address:			
Supervisor:	May we contact? Yes No	Phone:	
Reason for Leaving:			
Job Title:	Duties:		
Employer:			
Dates of Employment (month/year) From: To:			
Starting Salary:	Ending Salary:		
Employer's Address:			
Supervisor:	May we contact? Yes No	Phone:	
Reason for Leaving:			
Job Title:	Duties:		
Employer:			
Dates of Employment (month/year) From: To:			
Starting Salary:	Ending Salary:		
Employer's Address:			
Supervisor:	May we contact? Yes No	Phone:	
Reason for Leaving:			

EDUCATION

Type of school	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College/ University					
Graduate School					
Tech School					
Other					

Special courses, training or experience acquired, including military experience: _____

SKILLS

Clerical/Office skills			
Computer skills	Name of Software:	PC	MAC
		WPM	
Languages:			
Other special knowledge or skills:			

CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my education, professional and past employment history references as needed to research my qualifications for this position.

If employed, I agree to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant

Date