

Application for Employment

Thank You

We appreciate your interest in our company. This application form helps us evaluate your qualifications for employment. Please respond accurately and completely to each question. All prospective employees receive consideration without discrimination because of race, creed, color, sex, age, disability, religion, marital status, national origin, citizenship status, veteran status, or any other legally protected status. You are not required to furnish information prohibited by federal, state, or local law.

About You

Last Name _____ First Name _____ Middle Name _____
Home Address _____
City _____ State _____ Zip _____
Social Security Number _____ Phone _____
Position(s) Applying For _____ Earnings Expected \$ _____

Job Duty Information

Have you reviewed the Job Description for the position you seek?

☐ Yes ☐ No

Do you understand the job's performance and physical requirements?

☐ Yes ☐ No

Can you perform the job with or without reasonable accommodation?

☐ Yes ☐ No; Please describe the accommodation you may require. The need for reasonable accommodation will not affect our consideration of your overall qualifications.

What days would you be available to work? Check all that apply.

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

What time would you be able to start work each day?

☐ 5 AM ☐ 6 AM ☐ 7 AM ☐ 8 AM

What time would you need to finish work each day?

☐ 4 PM ☐ 5 PM ☐ 6 PM ☐ 7 PM

Are there any days or times when you are regularly not available to work?

☐ No ☐ Yes; If yes, explain: _____

What type of employment are you looking for?

☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

Are you US citizen?

☐ Yes ☐ No; If no, can you demonstrate legal authorization to work in US? ☐ Yes ☐ No

If under 18 years of age, do you have a work permit?

☐ Yes ☐ No

Have you ever been employed here?

☐ No ☐ Yes; If yes, when? _____

When are you available to start work? _____

If necessary, are you willing to relocate?

☐ Yes ☐ No ☐ Possible; If possible, explain: _____

If necessary, are you willing to travel overnight?

☐ No ☐ Yes; If yes, how often? _____

If part of job's requirements, do you have valid driver's license?

☐ Yes ☐ No; State of Issue _____ License Type _____

Have you been convicted of any moving violations within the past five years?

☐ Yes ☐ No; If yes, list each violation and date of occurrence below:

Have you ever been convicted of or have you ever received a sentence for a crime(s) other than a minor traffic violation? (Answering "yes" is not an automatic disqualification from employment.)

☐ Yes ☐ No; If yes, list type of conviction/sentence, offense date, court and where offense occurred

Have you used names or social security numbers other than those on this application?

☐ Yes ☐ No; If yes, please list: _____

Are you a non-smoker?

☐ Yes ☐ No

Work Experience

List your most recent job first. You must include any gaps in employment, with a full explanation and dates for the gap. You must also provide a complete work history for a minimum of 15 years, if applicable.)

Company Name _____ Type of Business _____

Job Title _____ Supervisor's Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Start Date _____ (mo/yr) Starting Pay _____ Finish Date _____ (mo/yr) Final Pay _____

Primary Duties _____

Describe your favorite part of this job _____

Describe the least enjoyable part of this job _____

Resigned ___ Terminated ___ State Reason _____

Company Name _____ Type of Business _____

Job Title _____ Supervisor's Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Start Date _____ (mo/yr) Starting Pay _____ Finish Date _____ (mo/yr) Final Pay _____

Primary Duties _____

Describe your favorite part of this job _____

Describe the least enjoyable part of this job _____

Resigned ____ Terminated ____ State Reason _____

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Address _____

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Start Date _____ (mo/yr) Starting Pay _____ Finish Date _____ (mo/yr) Final Pay _____

Primary Duties _____

Describe your favorite part of this job _____

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Job Title _____ Supervisor's Name _____

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Education

Highest education completed (check only one)

☐ Elementary School ☐ High School ☐ Technical College ☐ University ☐ Graduate School

High School

Name _____ Location _____

Offices, Honors _____

Extracurriculars _____

Did you graduate? ☐ Yes ☐ No

Technical College/University (undergraduate school)

Name _____ Location _____

Offices, Honors _____

Extracurriculars _____

Did you graduate? ☐ Yes ☐ No Major area of study: _____

University (graduate school)

Name _____ Location _____

Offices, Honors _____

Extracurriculars _____

Did you graduate? ☐ Yes ☐ No Major area of study: _____

Military Experience (if applicable)

Branch of Service _____

Nature of Duties _____

Highest Rank _____ Terminal Rank or Grade _____

Other

Please list skills, licenses, experiences, or certificates you believe would help you perform at a high level.

What are your shortcomings and areas for improvement?

Are you a member of any professional or job-relevant organizations? *Please exclude organizations, the name of which would indicate the racial, religious, ethnic and/or sexual orientation of its members.*

With respect to your career, what are your plans for the future?

Personal References

Name_____	Occupation_____	Phone_____	Years Known_____
Name_____	Occupation_____	Phone_____	Years Known_____
Name_____	Occupation_____	Phone_____	Years Known_____

Professional References

Name_____	Occupation_____	Phone_____	Years Known_____
Name_____	Occupation_____	Phone_____	Years Known_____
Name_____	Occupation_____	Phone_____	Years Known_____

Certification and Release

I certify that the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application may result in rejection of my application, rescinding the offer, or discharge any time during my employment. I authorize the company and/or its agents, including "consumer reporting bureaus," to verify any of this information including, but not limited to, criminal history, offense, violation history, and motor vehicle driving records.

Candidate Signature_____ Date_____