



Application For Employment

INSTRUCTIONS: We appreciate your interest in our organization. We consider applicants for all positions without regard to race, color, creed, age, religion, sex, disability or handicap, marital status, national origin, U.S. military service or arrest/conviction record.

Position(s) applied for _____ Date of application _____

How did you learn about us?
Advertisement _____ Employment Agency _____ Walk-in _____ Other _____
Complete name (last) _____ (first) _____ (middle) _____

Street address _____

City _____	State _____	Zip _____
Phone number _____		

Any other name(s) under which you have been previously employed or under which school records would be located. _____

Names of friends or relatives employed in this organization _____

If you are under 18 years of age, can you furnish a work permit? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Are you a citizen of the U.S. or do you have a valid work permit? (Proof of citizenship or immigration status will be required upon employment?) Yes No

Do you have any restrictions or obligations that would prevent you from working overtime? Yes No

Do you have any restrictions or obligations that would prevent you from working consistently or arriving to work on time? Yes No

On what date would you be available to work? _____

Are you available to work: Full Time _____ Part Time _____ Shift Work _____ Temporary _____

Can you travel if the job requires it? Yes No

If yes, are there limitations? Explain. _____

Have you been convicted of a crime? (Conviction will not necessarily disqualify an applicant from employment.) Yes No

If Yes, please list dates of offenses and dispositions. _____

Have you ever received any training in the United States military related to the job for which you are applying? Yes No

If Yes, please describe: _____

Employment Experience - Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude voluntary work which indicates race, color, religion, gender, national origin, handicap or other protected status. Please account for all time for at least the past five years.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job title	Supervisor		
	Reason for leaving			May we contact this employer? Yes No
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job title	Supervisor		
	Reason for leaving			May we contact this employer? Yes No
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job title	Supervisor		
	Reason for leaving			May we contact this employer? Yes No
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job title	Supervisor		
	Reason for leaving			May we contact this employer? Yes No
5.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job title	Supervisor		
	Reason for leaving			May we contact this employer? Yes No

If you need additional space, please continue on a separate sheet of paper.

Education

	Elementary School				High School				Undergraduate College/University				Graduate/ Professional			
School Name and Location																
Years Completed	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																
Describe Course of Study																

Additional Information - Please complete the items below that are relevant to your ability to perform the position for which you are applying.

Describe any specialized training, apprenticeship, skills and extra-curricular activities	
Describe any honors you have received	
State any additional information you feel may be helpful to us in considering your application	

Extracurricular Activities - List professional, trade, business or civic activities and offices or licenses held if relevant to the position for which you are applying. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.

References - Give name, address and telephone number of three references who are qualified to evaluate your capabilities and who are not related to you and are not previous employers.

1.

2.

3.

Special Skills and Qualifications - Summarize special job-related skills and qualifications acquired from employment or other experience. Those applying for clerical positions, please indicate typing speed and familiarity with word processing and other office equipment.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in withdrawal of an offer of employment, or if subsequent to employment, may result in dismissal.

I understand this employment application is not to be construed as a guarantee of employment. I further understand that, should I become employed, my employment with the organization does not constitute any form of contract, implied or expressed, and such employment may be terminated at will either by myself or my employer upon notice of one party to the other.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. You may use this authority to check references with former employers I have listed, unless otherwise indicated, as well as the personal references listed.

Signature of Applicant	Date