

APPLICATION FOR EMPLOYMENT

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application an/or interview process should notify a representative of the HR Department.

Position(s) applied for _____ Date of Application ____/____/____
 Name _____ Social Security Number ____-____-____
 Address _____
Street City State Zip Code
 Telephone # _____ Mobile/Beeper/Other # _____

Referral Source (How did you hear about the position?) _____
 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? 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 or hourly rate of pay?.....\$ _____
 Type of Employment desired..... Full-Time Part-time Temporary Seasonal
 Driver's license # if driving may be required in the position for which you are applying _____ State _____

Answering "yes" to either of the following questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled GUILTY or NO CONTEST to, or been convicted of a crime?..... Yes No
 If **yes**, please provide the following information: date/dates of conviction(s), penalty/penalties imposed, and type(s) of crime(s). _____
 Have you ever been a defendant in a civil action for an intentional tort (e.g., civil charge for assault, battery, intentional infliction of Emotional distress, false imprisonment, wrongful death, etc.?)..... Yes No
 If **yes**, please provide nature of the tort and disposition of the matter (how it was resolved). _____

Employment History

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

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---------------------------------|-------|------|-------|-------|------|-------------------------|--|--|--|--|--|---------------------------------|---------------------------------|----|--|--|-----|--|--|--|--|--|--|----------------------|--|--|--|--|--|---------------------------------|---------------------------------|----|--|--|-----|--|--|--|--|--|--|
| Employer _____ Telephone # _____ | <table border="1"> <tr> <td>Date Employed:</td> <td>Month</td> <td>Year</td> <td>to</td> <td>Month</td> <td>Year</td> </tr> <tr> <td colspan="6" style="text-align: center;">Compensation (Starting)</td> </tr> <tr> <td><input type="checkbox"/> Hourly</td> <td><input type="checkbox"/> Salary</td> <td>\$</td> <td></td> <td></td> <td>per</td> </tr> <tr> <td colspan="6">Commission/Bonus/Other Compensation \$ _____</td> </tr> <tr> <td colspan="6" style="text-align: center;">Compensation (Final)</td> </tr> <tr> <td><input type="checkbox"/> Hourly</td> <td><input type="checkbox"/> Salary</td> <td>\$</td> <td></td> <td></td> <td>per</td> </tr> <tr> <td colspan="6">Commission/Bonus/Other Compensation \$ _____</td> </tr> </table> | Date Employed: | Month | Year | to | Month | Year | Compensation (Starting) | | | | | | <input type="checkbox"/> Hourly | <input type="checkbox"/> Salary | \$ | | | per | Commission/Bonus/Other Compensation \$ _____ | | | | | | Compensation (Final) | | | | | | <input type="checkbox"/> Hourly | <input type="checkbox"/> Salary | \$ | | | per | Commission/Bonus/Other Compensation \$ _____ | | | | | |
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| Compensation (Starting) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Commission/Bonus/Other Compensation \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Commission/Bonus/Other Compensation \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Street Address _____ City _____ State _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Starting job title/final job title _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Immediate supervisor and title (for most recent position held) _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May we contact for a reference?..... <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Why did you leave? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Summarize the type of work performed and job responsibilities. _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What did you like most about your position? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What did you like least about your position? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|---|---|---------------------------------|-------|------|-------|-------|------|-------------------------|--|--|--|--|--|---------------------------------|---------------------------------|----|--|--|-----|--|--|--|--|--|--|----------------------|--|--|--|--|--|---------------------------------|---------------------------------|----|--|--|-----|--|--|--|--|--|--|
| Employer _____ Telephone # _____ | <table border="1"> <tr> <td>Date Employed:</td> <td>Month</td> <td>Year</td> <td>to</td> <td>Month</td> <td>Year</td> </tr> <tr> <td colspan="6" style="text-align: center;">Compensation (starting)</td> </tr> <tr> <td><input type="checkbox"/> Hourly</td> <td><input type="checkbox"/> Salary</td> <td>\$</td> <td></td> <td></td> <td>per</td> </tr> <tr> <td colspan="6">Commission/Bonus/Other Compensation \$ _____</td> </tr> <tr> <td colspan="6" style="text-align: center;">Compensation (Final)</td> </tr> <tr> <td><input type="checkbox"/> Hourly</td> <td><input type="checkbox"/> Salary</td> <td>\$</td> <td></td> <td></td> <td>per</td> </tr> <tr> <td colspan="6">Commission/Bonus/Other Compensation \$ _____</td> </tr> </table> | Date Employed: | Month | Year | to | Month | Year | Compensation (starting) | | | | | | <input type="checkbox"/> Hourly | <input type="checkbox"/> Salary | \$ | | | per | Commission/Bonus/Other Compensation \$ _____ | | | | | | Compensation (Final) | | | | | | <input type="checkbox"/> Hourly | <input type="checkbox"/> Salary | \$ | | | per | Commission/Bonus/Other Compensation \$ _____ | | | | | |
| Date Employed: | | Month | Year | to | Month | Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compensation (starting) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Hourly | | <input type="checkbox"/> Salary | \$ | | | per | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commission/Bonus/Other Compensation \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compensation (Final) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Commission/Bonus/Other Compensation \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Street Address _____ City _____ State _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Starting job title/final job title _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Immediate supervisor and title (for most recent position held) _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May we contact for a reference?..... <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Why did you leave? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Summarize the type of work performed and job responsibilities. _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What did you like most about your position? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What did you like least about your position? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Employer _____ Telephone # _____

Street Address _____ City _____ State _____

Starting job title/final job title _____

Immediate supervisor and title (for most recent position held) _____

May we contact for a reference?..... ↑ Yes ↑ No

Why did you leave? _____

Summarize the type of work performed and job responsibilities. _____

What did you like most about your position? _____

What did you like least about your position? _____

| | | | | | |
|--|----------|------|----|-------|------|
| Date Employed: | Month | Year | to | Month | Year |
| Compensation (starting) | | | | | |
| ↑ Hourly | ↑ Salary | \$ | | | per |
| Compensation (Final) | | | | | |
| Commission/Bonus/Other Compensation \$ | | | | | |
| ↑ Hourly | ↑ Salary | \$ | | | per |
| Commission/Bonus/Other Compensation \$ | | | | | |

Employment History

Summarize any special training, skills, licensing and/or certificates that may assist you in performing the position for which you are applying.

Summarize Computer Skills. Be sure to add years of experience.

Education Background

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

| School (City/State) | Years Completed | Completed | GPA Class Rank | Major/Minor |
|---------------------|-----------------|--|----------------|-------------|
| | | <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____ | | |
| | | <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____ | | |
| | | <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____ | | |

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 reference who are not related to you.

| Name | Title | Relationship to you | Telephone | Number of years known |
|------|-------|---------------------|-----------|-----------------------|
| | | | | |
| | | | | |
| | | | | |

Applicant Statement

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

I expressly authorize, without reservation, the employer it's 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, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, it's 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 if I am hired, my employment will be subject to a probationary period, which will not exceed 90 days from the date I am hired. If I am discharged at any time during the probationary period for unsatisfactory performance, I understand that this employer will not be charged for any unemployment benefits that may be paid to me for work I performed during the probationary period.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the US and that federal immigration laws require me to complete an I9 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 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 _____