

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, or marital status, the presence of a non-job-related handicap, or any other legally protected status.

(PLEASE PRINT)

Position Applied For: _____ Date: _____
Last Name: _____ First Name: _____ Middle Name: _____
Street: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ E-Mail: _____ Social Security: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?

Yes No

(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Are you available to work:

Full Time Part Time

Have you been convicted of a felony within the last 7 years?

Yes No

(Conviction will not necessarily disqualify an applicant from employment)

If Yes, please explain: _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

Yes No

Indicate any foreign languages you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

References

Give name, address and telephone number of 3 references who are not related to you and are not previous employers:

1. _____

2. _____

3. _____

Employment Experience

Start with your last job. Include any job-related military or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer: _____	Phone Number: _____
Address: _____	Job Title: _____
Dates Employed: From: _____ To: _____	Salary: _____ Supervisor: _____
Reason for leaving: _____	
Work Performed: _____	
.....	
Employer: _____	Phone Number: _____
Address: _____	Job Title: _____
Dates Employed: From: _____ To: _____	Salary: _____ Supervisor: _____
Reason for leaving: _____	
Work Performed: _____	
.....	
Employer: _____	Phone Number: _____
Address: _____	Job Title: _____
Dates Employed: From: _____ To: _____	Salary: _____ Supervisor: _____
Reason for leaving: _____	
Work Performed: _____	

Education

	High School				Undergraduate College				Graduate / Professional			
School Name & Location												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree												
Course of Study												

Describe any specialized training/skills: _____

Additional information you feel may be helpful to us in considering your application: _____

