

# Application for Employment

## An Equal Opportunity Employer

Thank you for your interest in our organization! We receive applications and hire employees without regard to race, color, sex, religion, age, national origin, disability, genetic information, sickle cell trait, pregnancy, childbirth or related conditions, veterans status and citizenship status, or any other protected category. The receipt of this application does not mean that job openings exist and does not obligate us in any way.

### Personal Information

Name: \_\_\_\_\_ Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone Number: \_\_\_\_\_ Alternative Phone Number: \_\_\_\_\_

Current address: \_\_\_\_\_

Are you over the age of 18?

- Yes
- No (employment is subject to verification that you are of minimum legal age.)

Are you currently eligible to work in the U.S.?

- Yes
- No

Can you provide documentation that you are eligible to work in the U.S.?

- Yes
- No

### Employment Information

Position applying for: \_\_\_\_\_

Date available to work: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Desired shift:

- 1<sup>st</sup>
- 2<sup>nd</sup>
- 3<sup>rd</sup>

Desired type of employment:

- Full Time
- Part Time
- Temporary

Desired salary or rate of pay:

\_\_\_\_\_

What days and hours are you available to work?

Availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							

### General Questions

Yes	No	
		Can you perform the essential job functions for which you are applying, with or without reasonable accommodation?
		Have you ever held a position of trust (handling money or confidential material)?
		Do you have reliable transportation to work?
		Have you ever been discharged or asked to resign?
		Do you have any friends or relatives that currently work here?
		Have you ever been bonded?
		Have you ever been refused bond?
		Does your present employer know of your plans to change employment?

Why do you desire to make a change?

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## Education Information

Highest level of education completed: \_\_\_\_\_

## Licenses

Applicable licenses: \_\_\_\_\_

## Prior Work Record

(start with most recent or present employer)

Name of Most Recent Employer: \_\_\_\_\_ Business Number: . \_\_\_\_\_

Immediate Supervisor (Name & Position): \_\_\_\_\_

Hire Date Hired: \_\_\_ / \_\_\_ / \_\_\_ Starting Rate: \$ \_\_\_\_\_ End Date: \_\_\_ / \_\_\_ / \_\_\_ End Rate: \$ \_\_\_\_\_

Job Title & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Most Recent Employer: \_\_\_\_\_ Business Number: . \_\_\_\_\_

Immediate Supervisor (Name & Position): \_\_\_\_\_

Hire Date Hired: \_\_\_ / \_\_\_ / \_\_\_ Starting Rate: \$ \_\_\_\_\_ End Date: \_\_\_ / \_\_\_ / \_\_\_ End Rate: \$ \_\_\_\_\_

Job Title & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Most Recent Employer: \_\_\_\_\_ Business Number: . \_\_\_\_\_

Immediate Supervisor (Name & Position): \_\_\_\_\_

Hire Date Hired: \_\_\_ / \_\_\_ / \_\_\_ Starting Rate: \$ \_\_\_\_\_ End Date: \_\_\_ / \_\_\_ / \_\_\_ End Rate: \$ \_\_\_\_\_

Job Title & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_

If not, indicate which one(s) you do not wish us to contact \_\_\_\_\_

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements or omission of information on this application, a resume, or other applicant information provided may be considered sufficient reason for dismissal. I understand that consumer reports which may contain public record information may be requested from the reporting agency. These reports may include information as to my character, work habits, performance, and experiences along with reasons for termination of past employment from previous employers. Further, I understand that you may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report.

I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

**I understand that employment at this organization is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.**

Signature of Applicant \_\_\_\_\_ Today's Date: \_\_\_ / \_\_\_ / \_\_\_