



# Application for Employment - Office

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, sexual orientation, or any other legally protected status.

**PLEASE PRINT**

|                       |               |             |                           |
|-----------------------|---------------|-------------|---------------------------|
| Last Name             | First Name    | Middle Name | Date                      |
| Address <i>Number</i> | <i>Street</i> | <i>City</i> | <i>State</i>              |
| Telephone Number(s)   |               |             | Social Security Number    |
| Position Applied for  |               |             | How did you hear about us |

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before? If yes, When \_\_\_\_\_  Yes  No

Have you ever been employed with us before? If yes, When \_\_\_\_\_  Yes  No

Are you currently employed?  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

On what date would you be available for work? \_\_\_\_\_

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

Are you currently on "Lay-off" status and subject to recall?  Yes  No

Do you have a current Drivers License?  Yes  No Can you travel if a job requires it?  Yes  No  
License # \_\_\_\_\_ If no to either, Please explain: \_\_\_\_\_

Do you have experience with running computer software?  Yes  No  
Example: \_\_\_\_\_

Wage willing to start at \_\_\_\_\_ Wage Goal \_\_\_\_\_ by \_\_\_\_\_

EMPLOYMENT HISTORY Start with your present or last job.

| Employer            | Dates Employed     |       | Work Performed |
|---------------------|--------------------|-------|----------------|
|                     | From               | To    |                |
| Address             |                    |       |                |
| Telephone Number(s) | Hourly Rate/Salary |       |                |
|                     | Starting           | Final |                |
| Job Title           | Supervisor         |       |                |
| Reason for Leaving  |                    |       |                |
|                     |                    |       |                |

|                            |                   |                           |              |                       |
|----------------------------|-------------------|---------------------------|--------------|-----------------------|
| <b>Employer</b>            |                   | <b>Dates Employed</b>     |              | <b>Work Performed</b> |
|                            |                   | <b>From</b>               | <b>To</b>    |                       |
| <b>Address</b>             |                   |                           |              |                       |
| <b>Telephone Number(s)</b> |                   | <b>Hourly Rate/Salary</b> |              |                       |
|                            |                   | <b>Starting</b>           | <b>Final</b> |                       |
| <b>Job Title</b>           | <b>Supervisor</b> |                           |              |                       |
| <b>Reason for Leaving</b>  |                   |                           |              |                       |

Please list any hobbies you have, or any professional, trade, business or civic activities and offices held:

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application. Please include any special job related skills and qualifications you may have: \_\_\_\_\_

\_\_\_\_\_

DO NOT ANSWER THIS QUESTION UNTIL YOU HAVE BEEN GIVEN THE TASK LIST OF THE JOB FOR WHICH YOU ARE APPLYING. Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? \_\_\_\_\_

**REFERENCES:**

- 1.) Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_
- 2.) Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_
- 3.) Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law,, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship, may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date