

**APPLICATION FOR EMPLOYMENT**

**We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.  
WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Position(s) Applied For	Date of Application
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How did you learn about us?

Advertisement: Online: \_\_\_\_\_ Newspaper: \_\_\_\_\_

Friend       Inquiry       Driving by

Employment agency       Relative       Other \_\_\_\_\_

Last Name	First Name	Middle Name		
Address:    Number	Street	City	State	Zip Code
Telephone Number (s)			Social Security Number	

Best time to contact you at home is: \_\_\_\_\_:\_\_\_\_\_ AM or PM

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?       Yes     No  
If Yes, give date \_\_\_\_\_

Have you been employed with us before?       Yes     No  
If yes, give date \_\_\_\_\_

Do any of your friends, relatives other than spouse, work here?       Yes     No  
If yes state name and relationship \_\_\_\_\_

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  
Proof of citizenship or immigration status will be required upon employment

Date available for work    \_\_\_/\_\_\_/\_\_\_      What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full Time  Part Time (Morning / Afternoon)  Temporary \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

We do background checks on all new hires – is this all right with you?       Yes     No

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

Can you travel if a job requires it?       Yes     No

Are you willing to donate your time for educational schooling?       Yes     No

## EDUCATION

School	Name and Address Of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

## Work Experience

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

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

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Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

**Comments: Include explanation of any gaps in employment.**


**Describe any specialized training, apprenticeship, skills, and extra-curricular activities.**


**Describe any job-related training received in the United States military.**


**List professional, trade, business, or civic activities and offices held.**

You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status:


**Additional Information**

**Other Qualifications** Summarize special job-related skills and qualifications acquired from employment or other experience.


**Specialized Skills (Skills/Equipment Operated)**

<input type="checkbox"/> Nextel	<input type="checkbox"/> Microsoft Excel	Production/Mobile	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Microsoft Word	Machinery (list)	
<input type="checkbox"/> Microsoft Office	<input type="checkbox"/> Outlook Email	_____	_____
~~~~~	_____	_____	_____
~~~~~	_____	_____	_____

State any additional information you feel may be helpful to us in considering your application.


Note to Applicants: Do not answer this question unless you have been informed about the requirements 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? A review of the activities involved in such a job or occupation has been given. \_\_\_\_\_ YES \_\_\_\_\_ NO

**Personal/Professional References (Do not include family members or past supervisors)**

Name	Phone Number	Best Time to Call	Occupation

## Applicant's Statement

I certify that answers given herein are true and complete.

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 applicants 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 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 an authorized executive of this organization specifically acknowledges such change in writing.

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