

# APPLICATION FOR EMPLOYMENT

PLEASE PRINT

FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_-\_\_\_\_-\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
CITY/STATE \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY? \_\_\_\_ YES \_\_\_\_ NO

POSITION APPLYING FOR: \_\_\_\_\_ How did you hear about this position? \_\_\_\_\_

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes \_\_\_\_\_ No \_\_\_\_\_ Need more information about the jobs "essential functions" to respond.

TYPE OF EMPLOYMENT DESIRED: Full-Time Part-Time Temporary Summer Educational Co-Op  
(Please Circle)

AVAILABLE START DATE: \_\_\_\_-\_\_\_\_-\_\_\_\_ DESIRED SALARY RANGE \_\_\_\_\_

ANSWERING YES TO EITHER OF THE FOLLOWING QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR, WILL BE TAKEN INTO ACCOUNT

HAVE YOU EVER PLEADED "GUILTY" OR "NO CONTEST" TO, OR BEEN CONVICTED OF A CRIME?  
\_\_\_\_ YES \_\_\_\_ NO?

IF **YES**, PLEASE PROVIDE DATES AND DETAILS: \_\_\_\_\_

## EMPLOYMENT HISTORY:

START WITH MOST RECENT EMPLOYER

EMPLOYER: \_\_\_\_\_ COMPLETE ADDRESS \_\_\_\_\_

IMMEDIATE SUPERVISOR'S Name, Phone and Title: \_\_\_\_\_

MAY WE CONTACT FOR REFERENCE? \_\_\_\_ YES \_\_\_\_ NO MONTH/YEAR MONTH/YEAR

WHY DID YOU LEAVE? \_\_\_\_\_ DATES EMPLOYED: \_\_\_\_\_

START END

COMPENSATION: \_\_\_\_\_

HOURLY SALARY

SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:**

START WITH MOST RECENT EMPLOYER

EMPLOYER: \_\_\_\_\_ COMPLETE ADDRESS \_\_\_\_\_

IMMEDIATE SUPERVISOR'S **Name, Phone and Title:**  
\_\_\_\_\_

MAY WE CONTACT FOR REFERENCE? \_\_\_\_ YES \_\_\_\_ NO MONTH/YEAR MONTH/YEAR

WHY DID YOU LEAVE? \_\_\_\_\_ DATES EMPLOYED: \_\_\_\_\_

\_\_\_\_\_ START END

COMPENSATION: \_\_\_\_\_

HOURLY SALARY

SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:**

START WITH MOST RECENT EMPLOYER

EMPLOYER: \_\_\_\_\_ COMPLETE ADDRESS \_\_\_\_\_

IMMEDIATE SUPERVISOR'S **Name, Phone and Title:**  
\_\_\_\_\_

MAY WE CONTACT FOR REFERENCE? \_\_\_\_ YES \_\_\_\_ NO MONTH/YEAR MONTH/YEAR

WHY DID YOU LEAVE? \_\_\_\_\_ DATES EMPLOYED: \_\_\_\_\_

\_\_\_\_\_ START END

COMPENSATION: \_\_\_\_\_

HOURLY SALARY

SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:  
\_\_\_\_\_  
\_\_\_\_\_

**SKILLS AND QUALIFICATIONS**

SUMMARIZE ANY SPECIAL TRAINING, SKILLS, LICENSES AND/OR CERTIFICATES THAT MAY ASSIST YOU IN PERFORMING THE POSITION FOR WHICH YOU ARE APPLYING:  
\_\_\_\_\_  
\_\_\_\_\_

Computer Skills:

Word Processing \_\_\_\_\_ Years  E-mail \_\_\_\_\_ Years

Spreadsheet \_\_\_\_\_ Years  Internet \_\_\_\_\_ Years

Presentation \_\_\_\_\_ Years  Other \_\_\_\_\_ Years

**EDUCATION HISTORY**

START WITH MOST RECENT SCHOOL ATTENDED

SCHOOL (include City & State) \_\_\_\_\_

LOCATION: \_\_\_\_\_

YEARS ATTENDED: \_\_\_\_\_

QUALIFICATION OBTAINED: \_\_\_\_\_

\_\_\_\_\_

**EDUCATION HISTORY**

START WITH MOST RECENT SCHOOL ATTENDED

SCHOOL (include City & State) \_\_\_\_\_

LOCATION: \_\_\_\_\_

YEARS ATTENDED: \_\_\_\_\_

QUALIFICATION OBTAINED: \_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL REFERENCES:**

List name and telephone number of three business/work references that are not related to you and are not previous supervisors.

**NAME:** \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**NAME:** \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**NAME:** \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

## APPLICANT STATEMENT

I certify that all information 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, its 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, its 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 this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

**This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

I understand that any information provided by me that am found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me for further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is 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 \_\_\_\_\_