

APPLICATION FOR EMPLOYMENT

APPLICANT TO COMPLETE ALL INFORMATION REQUESTED

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to age, ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Do you have a legal right to be employed in the United States? YES <input type="checkbox"/> (proof required) NO <input type="checkbox"/>			
Are you over the age of 18? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Do you have any pending arrest charges or convictions? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<i>Divulging any arrest or conviction record will not automatically lead to disqualification (Arrest and conviction records will only be given consideration only if the offenses are substantially related to the job).</i>			
Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodation? YES <input type="checkbox"/> NO <input type="checkbox"/>			

COMPANY EXPERIENCE	
Have you worked for this company before? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?	
Position	Reason for Leaving

GENERAL	
Are you currently employed? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, when was your last day of employment?	
Position applying for	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>
Who referred you?	Rate of pay expected \$
Date Available	

EDUCATION			
Type of School	Name, City, State	Did You Graduate?	Course of Study or Major
College		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Technical School		YES <input type="checkbox"/> NO <input type="checkbox"/>	
High School		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Other		YES <input type="checkbox"/> NO <input type="checkbox"/>	

LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT					
Company			Phone		
Address			Supervisor		
Type of Business					
Position(s) held		Starting wage	\$	Ending wage	\$
Responsibilities					
From	To	Work hours	Reason for Leaving		
May we contact your current/previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company			Phone		
Address			Supervisor		
Type of Business					
Position(s) held		Starting wage	\$	Ending wage	\$
Responsibilities					
From	To	Work hours	Reason for Leaving		
May we contact your current/previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company			Phone		
Address			Supervisor		
Type of Business					
Position(s) held		Starting wage	\$	Ending wage	\$
Responsibilities					
From	To	Work hours	Reason for Leaving		
May we contact your current/previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company			Phone		
Address			Supervisor		
Type of Business					
Position(s) held		Starting wage	\$	Ending wage	\$
Responsibilities					
From	To	Work hours	Reason for Leaving		
May we contact your current/previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					

May we contact your current/previous supervisor for a reference? YES NO
MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

WORK / PROFESSIONAL REFERENCES

Full Name		Title
Company		Relationship
Address		Years Known
Work Phone	Home Phone	
Full Name		Title
Company		Relationship
Address		Years Known
Work Phone	Home Phone	
Full Name		Title
Company		Relationship
Address		Years Known
Work Phone	Home Phone	

SPECIAL SKILLS

Please check the skills for which you have knowledge and application in:

<input type="checkbox"/> App / Software Platforms:	
<input type="checkbox"/> Data Entry / Database Management:	
<input type="checkbox"/> Online / Social Media Presence:	
<input type="checkbox"/> Word Processing	WPM
<input type="checkbox"/> Additional Training/Certifications:	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	

APPLICANT'S CERTIFICATION AND AGREEMENT*APPLICANT MUST READ AND SIGN*

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

My signature (typed or signed by hand) certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature

Date