



Employment Application

Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.	Today's Date:
APPLICANT DATA:	Position Applied For:
How were you referred to us?	

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Are you over 18 years old? Yes No Date of Birth (if under 18 years old): _____

Phone: (_____) _____ Mobile/Other: (_____) _____

E-mail: _____ Social Security #: _____

Date Available to Start: _____ Salary Requirement: _____

If you are under 18 and we require a work permit, can you furnish one? Yes No

If no, please explain: _____

Have you ever worked for this company? Yes No If yes, when? _____

Are you a citizen of the United States? Yes No

If not, are you legally allowed to work in the United States? Yes No

Type of employment desired: Full-Time Part-Time

Have you ever pleaded "guilty," "no contest," or been convicted of a crime? Yes No

If yes, give dates and details: _____

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Driver's license number if applicable to position: _____ State: _____

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

PREVIOUS EMPLOYMENT (Begin with most recent, continue on back if necessary):

Dates of Employment: From ____/____/____ To ____/____/____ Position Held: _____
Company: _____ Address: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary: _____ Ending Salary: _____
Reason for Leaving: _____

May we contact this employer for a reference? _____

Dates of Employment: From ____/____/____ To ____/____/____ Position Held: _____
Company: _____ Address: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary: _____ Ending Salary: _____
Reason for Leaving: _____

May we contact this employer for a reference? _____

Dates of Employment: From ____/____/____ To ____/____/____ Position Held: _____
Company: _____ Address: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary: _____ Ending Salary: _____
Reason for Leaving: _____

May we contact this employer for a reference? _____

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____