

Application for Employment

PLEASE PRINT

CURRENT AS OF 9/97

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department

Position(s) applied for _____ Date of application ___/___/___
 Name _____ Social Security # _____
 LAST FIRST MIDDLE
 Address _____
 STREET CITY STATE ZIP
 Telephone # (____) _____ Mobile/ Beeper/Other Phone # (____) _____ E-mail Address _____

If you are under 18, and it is required, can you furnish a work permit? Yes No
 If no, please explain _____
 Have you ever been employed here before? If yes, give dates and positions _____ Yes No
 Are you legally eligible for employment in this country? Yes No
 Date available for work ___/___/___ What is your desired salary range? \$ _____
 Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op
 Are you able to meet the attendance requirements of the position? Yes No
 Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No
 If yes, please provide date(s) and details _____

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

Driver's license number if driving is an essential job function _____ State _____

Employment History

Provide the following information of your part four (4) employers, assignments or volunteer activities, starting with the most recent

FROM	TO	EMPLOYER	TELEPHONE # ()
STARTING JOBTITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE YES NO LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER	
FROM	TO	EMPLOYER	TELEPHONE # ()
STARTING JOBTITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
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MAY WE CONTACT FOR REFERENCE YES NO LATER			

REASON FOR LEAVING

HOURLY RATE/SALARY
START \$ _____ PER _____ FINAL \$ _____ PER _____

AN EQUAL OPPORTUNITY EMPLOYER

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job related functions in the position for which you are applying. _____

Educational Background (if job related)

HIGH SCHOOL			
COLLEGE		MAJOR	DEGREE
OTHER			

References

	()	
	()	
	()	

Applicant Statement

I certify that all the information I have provided in order to apply for and secure work with the employer is true., complete and accurate

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information form 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 such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a 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 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 prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and 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 authority to work in the united States and that federal immigration laws require me to complete an I-9 Form in this regard.

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 ____/____/____

