 Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, allayment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some of all of the above types of discrimination as well. Some additional types include, but aren’t limited to; discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character general reputation and mode of living. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

(PLEASE WRITE IN PRINT PLAINLY)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle name: \_\_\_\_\_\_\_\_\_\_\_\_\_ last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you legally eligible for employment in the U.S.A? (Circle) Yes No

NOTE: If hired, you are required to submit proof of your eligibility to work in the U.S.A

Are you over the age of eighteen? (Circle) Yes No

If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Were you previously employed by us? (Circle) Yes No

If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_\_\_\_\_\_\_

Are there any other job related experiences, skills, or qualifications which will be of special benefit in

the job in which you are applying? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Write the name and address of the company and type of business below | From (Date) | | To (Date) | | Reason for Leaving | Name of Supervisor |
|  | M | Y | M | Y |  |  |
|  |  | |  | |  |  |
|  | Describe the work you did: | | | | | |
| Telephone |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Write the name and address of the company and type of business below | From (Date) | | To (Date) | | Reason for Leaving | Name of Supervisor |
|  | M | Y | M | Y |  |  |
|  |  | |  | |  |  |
|  | Describe the work you did: | | | | | |
| Telephone |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Write the name and address of the company and type of business below | From (Date) | | To (Date) | | Reason for Leaving | Name of Supervisor |
|  | M | Y | M | Y |  |  |
|  |  | |  | |  |  |
|  | Describe the work you did: | | | | | |
| Telephone |

I hereby give my permission to contact the employers listed above concerning my prior work experience as indicated below. (Circle)

**Employer One**: Yes No **Employer Two**: Yes No **Employer Three**: Yes No

EDUCATION:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School | Name/Address of School | Course of Study | Circle Last Year Completed | | | | Did you graduate?  (Circle) |
| Elementary |  | N/A | 5 | 6 | 7 | 8 | Yes No |
| High |  | N/A | 1 | 2 | 3 | 4 | Yes No |
| College |  |  | 1 | 2 | 3 | 4 | Yes No |
| Other (Specify) |  |  | 1 | 2 | 3 | 4 | Yes No |

PROFESSIONAL REFERENCES:

|  |  |  |
| --- | --- | --- |
| Name and Occupation | Address | Phone Number |
|  |  |  |
|  |  |  |
|  |  |  |

May we telephone you to follow up on this application at home? (Circle) Yes No

If yes, what is the best time to call? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we telephone you to follow up on this application at work? (Circle) Yes No

If yes, what is the best time to call? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your business telephone number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application are true and complete. I understand that if employed, any false statement on this application may result in dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than officer of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

**Signature of Applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_