

## APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination on the basis of race, religion, creed, color, sex (including pregnancy and sexual orientation), parental status, age, national origin, disability, political affiliation, or military service.

### Personal:

Last Name: \_\_\_\_\_ Middle \_\_\_\_\_ First Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ Wage desired: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

Have you ever worked here before? \_\_\_\_\_ If Yes, When? \_\_\_\_\_, and what location? \_\_\_\_\_

Type of employment desired: Full Time \_\_\_\_\_ Part Time: \_\_\_\_\_ Temporary: \_\_\_\_\_ Student: \_\_\_\_\_

What days and hours are you available for work? \_\_\_\_\_

Will you be willing to work overtime, especially if it is short notice? \_\_\_\_\_ if not, please explain.

When we experience a slow period, will you be able to withstand a few days or even weeks without full pay? \_\_\_\_\_

If hired, can you provide documentation that you are legally entitled to work in the United States? \_\_\_\_\_

**Education:** Please indicate education or training that you believe qualifies you for the position you are seeking.

**Do you have a High School Diploma or equivalent?** Yes [ ] No [ ]

School(s) \_\_\_\_\_

**College and/or Vocational School:** Number of years completed (circle one) 1 2 3 4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned \_\_\_\_\_

### Other Training or Degrees:

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Course \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

### SKILLS:

Summarize any special training, licenses and/or certificates, or any other information that you would like us to know in considering you for the position that you are applying.

### Record of Conviction:

**Have you ever been convicted of a criminal offense, felony or misdemeanor** (exclusive of any marijuana related conviction over two years old; any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; or any arrest for which a pretrial diversion program has been successfully completed.)? If yes, please state nature of offense(s), date(s), city and state and disposition. **Note: An affirmative answer will not necessarily result in disqualification for employment.**

Yes [ ] No [ ]

If yes, explain:

**Employment:** List most recent employer first, including U.S. Military Service.

May we contact your present employer?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employer _____	Telephone _____	Email _____	
Address _____			
Dates of Employment: From _____ (mm/dd)		To _____ (mm/dd)	
Position _____	Salary _____		
Supervisor _____	Department _____		
Duties _____			
FT <input type="checkbox"/>	PT <input type="checkbox"/>	[ ] Number of Hours _____	
Reason for Leaving _____			

Employer _____	Telephone _____	Email _____	
Address _____			
Dates of Employment: From _____ (mm/dd)		To _____ (mm/dd)	
Position _____	Salary _____		
Supervisor _____	Department _____		
Duties _____			
FT <input type="checkbox"/>	PT <input type="checkbox"/>	[ ] Number of Hours _____	
Reason for Leaving _____			
May we contact?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Employer _____	Telephone _____	Email _____	
Address _____			
Dates of Employment: From _____ (mm/dd)		To _____ (mm/dd)	
Position _____	Salary _____		
Supervisor _____	Department _____		
Duties _____			
FT <input type="checkbox"/>	PT <input type="checkbox"/>	[ ] Number of Hours _____	
Reason for Leaving _____			
May we contact?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**REFERENCES**

Give names and telephone numbers of 3 people not related to you; that you have known for at least one year.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_ Years Known \_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_ Years Known \_\_\_\_
3. Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_ Years Known \_\_\_\_

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, financial, and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in 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 termination of my employment.

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