



APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accomodation 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 # _____
 Address _____
 Telephone # (____) _____ Mobile / Beeper / Other Phone # (____) _____ E-mail _____

How did you find out about this job? _____
 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
 What is your desired salary range? _____ Date available for work ___/___/___
 Type of Employment desired? (circle one) Full-Time Part-Time
 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 or felony? _____ 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 the 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 past (3) employers, assignments or volunteer activities, starting with the most recent

From	To	Employer	Telephone
Starting Job Title / Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for leaving		Hourly Rate / Salary Start \$ _____ Per _____ Final \$ _____ Per _____	
From	To	Employer	Telephone
Starting Job Title / Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for leaving		Hourly Rate / Salary Start \$ _____ Per _____ Final \$ _____ Per _____	
From	To	Employer	Telephone
Starting Job Title / Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for leaving		Hourly Rate / Salary Start \$ _____ Per _____ Final \$ _____ Per _____	

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

Name & Location	Number of Years Completed	Did you Graduate?		Course of Study
High School				
College		Major	Degree	
Other				

REFERENCES

Name	Telephone	Number of Years Known
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	()	
	()	

APPLICANT STATEMENT

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

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 from 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 without 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 _____