

APPLICATION FOR EMPLOYMENT

____/____/____
Date of Application

____/____/____
Date Available for Hire

Drivers License Number

Social Security Number

Resume Attached? Yes or No

About You

First Name Middle Name Last Name

Alias or Past Names: (Please include maiden name, if applicable.)

First Name Middle Name Last Name

First Name Middle Name Last Name

Current Residence

Address

Phone

City

Daytime Phone

State ZIP Code

Is it okay to call you at work? Yes No

Past Residence(s)

____/____/____ to ____/____/____
Start Date End Date

Address/City/State/ZIP Code

____/____/____ to ____/____/____
Start Date End Date

Address/City/State/ZIP Code

Are You:

Have You:

Over 18 Years Old? Yes No

Ever been convicted of a crime other than a traffic violation? Yes No

A previous applicant? Yes No

If yes, please describe and include type of crime and date of conviction

A previous employee? Yes No

Legally able to work in the U.S.? Yes No

Able to make it to work using a reliable means of transportation? Yes No

How Did You Find Us?

Advertisement Name of Publication _____

Referral from Employee Employee Name _____

Employment Agency Employment Agency _____

Other _____

Your Work Experience

Present/Last Employer _____ Type of Organization _____ Start Date ____/____/____ to ____/____/____ End Date _____

Address _____ Phone _____ Salary _____

Job Title _____ Supervisor _____ May We Contact? Yes No

Reason For Leaving _____

Past Employer _____ Type of Organization _____ Start Date ____/____/____ to ____/____/____ End Date _____

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Job Title _____ Supervisor _____ May We Contact? Yes No

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Job Title _____ Supervisor _____ May We Contact? Yes No

Reason For Leaving _____

Professional Information (if applicable)

License Description _____ License Number _____

Effective Date _____ Expiration _____

Registry or Certification _____ Registration No. _____

Effective Date _____ Expiration _____

Other _____

Your Education & Training

Type of School	Name and Location of School/Training	Dates of Attendance	Name and Date of Degree Earned	Fields of Study (Major and Minor)
High School/Trade School		X		
Business or Tech School				
Colleges				
Sexual Harassment Training				
Other Training (Explain)				

Academic or Other Awards or Achievements

(Academic honors, awards, scholarships/fellowships, membership in academic societies or other awards obtained related to your education or qualifications for the position*)

Date ____/____/____/ Description _____

Date ____/____/____/ Description _____

Date ____/____/____/ Description _____

Date ____/____/____/ Description _____

Additional Qualifications

(Special technical computer or individual skills that would qualify you for the position*)

Description _____

Description _____

Description _____

Description _____

U.S. Military Service

Branch _____ Rank at Discharge _____ Dates of Service ____/____/____ to ____/____/____

Duties _____ Honorable Discharge? Yes No

* Exclude those that would indicate race, color, religion, national origin, disability or age.

Please Read Carefully

If you have any questions regarding the application, this statement or have need of special assistance in regard to applying for this position, please see the person of this organization who is assisting you with this application.

This organization does not discriminate in hiring on basis of race, color, religion, sex, national origin, disability, veteran status, or your membership in any protected class protected under law of this jurisdiction. This application does not intend to ask questions that would provide information that could be used for discrimination.

Your application will be given the consideration it deserves; however, completing an application does not imply that you will be offered employment. By signing your name below, you understand that nothing contained in this application or any information gained or discussed during the interview process creates an employment contract between you and this Organization. Should this application and the process surrounding this application result in your employment, you have the right to terminate your employment at any time and for any reason. Likewise, this Organization reserves the right to terminate your employment at any time and for any reason.

Moreover, you understand that no person of this Organization with the exception of an authorized employee of the Human Resources Department has any authority to enter into any agreement with you for any specified period of time or to guarantee any other personnel benefit. This includes any statements or guarantees made prior to your application or after you are employed.

When processing this application, Organization may request a criminal, police or credit background check about you. In addition to background checks, this Organization may contact past employers, supervisors and/or any other person listed in this application regarding the statements made herein and your suitability for employment. This inquiry may include information as to your general character, reputation and work-related characteristics. You have the right to make a written request to the Human Resources Department of this Organization to disclose to you the content of these reports.

Also note that should you become employed by this Organization, this Organization may use outside agents or representatives to perform investigations surrounding any claim of wrongdoing including sexual harassment, theft or fraud.

By signing your name, you certify that all statements made by you on this application are true and complete to the best of your knowledge and that any misrepresentations or omissions by you may be the cause for rejection of your application, or may be cause for subsequent dismissal if you are hired.

Signature of Applicant _____ Date _____

Internal Office Use

References

Date _____ Organization _____ Contact _____

Information Obtained or Verified _____

Date _____ Organization _____ Contact _____

Information Obtained or Verified _____

Date _____ Organization _____ Contact _____

Information Obtained or Verified _____

Date _____ Organization _____ Contact _____

Information Obtained or Verified _____

Criminal Background Check Performed? Yes or No

Date Performed _____ Type of Check _____

Eligible for Hire? Yes or No

Position Title _____ Location _____

Starting Date _____

Hiring Rate _____ Level _____ Step: _____