

Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer"					Position applying for								
PERSONAL DAT	A												
Name (last, first, middle)													
Street Address and/or Ma	ailing Addres	s			City				State		Zip		
Home Telephone Number	er		Business Telephone	Numbe	I er		Cellular T	elephon	e Number				
Date you can start work			Salary Desired				Do you ha	you have a High School Diploma or GED? Yes □ No □)?		
POSITION INFO	RMATIO	N Check all that	you are willing to work					Yes L No L					
Hours: Full Time Part Time		Days	ngs 🗆			yard 🔲		Status	s: Regula Tempo				
Are you authorized to wo	ork in the U.S	on an unrestricted	basis?	<u> </u>				Ye	s 🗌		No		
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) Yes No If yes, explain:													
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes													
Can you perform these essential functions of the job with or without reasonable accommodation? Yes \Boxed{\Boxes} No \Boxed{\Boxes}													
QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.													
		School Name					Address/City/State						
School													
School													
Other													
SPECIAL SKILLS	List any sp	ecial skills or experi	ence that you feel woul	ld help	you in the po	sition that	t you are app	olying fo	r (leadership	o, orga	anizations	s/teams, etc.	
REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.													
Name			Address/City/State					Ph	ione		Re	lationship	
												_	

WORK HISTORY Start with your present or most recent emplo	yment and work b	ack. Use separate sheet if necessary.	(INCLUDE PAID AND UNPAID POSITIONS)			
Job Title #1	Start Date (mo/	day/yr)	End Date (mo/day/yr)			
Company Name	Supervisor's Na	ame	Phone Number			
City	State		Zip			
Duties:						
Reason for Leaving		Starting Salary	Ending Salary			
May we contact your present employer?	Yes	No N/A				
Job Title #2	Start Date (mo/	day/yr)	End Date (mo/day/yr)			
Company Name	Supervisor's Na	ame	Phone Number			
City	State		Zip			
Duties:						
Reason for Leaving		Starting Salary	Ending Salary			
Job Title #3	Start Date (mo/	(day/yr)	End Date (mo/day/yr)			
Company Name	Supervisor's Na	ame	Phone Number			
City	State		Zip			
Duties:						
Reason for Leaving		Starting Salary	Ending Salary			
Job Title #4	Start Date (mo/	day/yr)	End Date (mo/day/yr)			
Company Name	Supervisor's Na	ame	Phone Number			
City	State		Zip			
Duties:						
		T	1			
Reason for Leaving		Starting Salary	Ending Salary			
I certify that the facts set forth in this Application for En Imployed, false statements, omissions or misrepresentations may bet forth in this application and release the Employer from any lial I acknowledge and understand that the company is an "amployee) may resign at any time, just as the employer may terming without notice to the other party.	result in my disr bility. The empl at will" employe	missal. I authorize the Employer loyer may contact any listed refe r. Therefore, any employee (reg	to make an investigation of any of the facts brences on this application. gular, temporary, or other type of category			
applicant Signature		Date				

