



## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer, discrimination against all individuals, including disabled veterans and veterans of the Vietnam Era regardless of race, sex, color, religion, national origin or citizenship status, or physical or mental disability is prohibited. The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are at least 18 years of age. If you believe you have been discriminated against, you may notify the Equal Employment Opportunity Commission or other appropriate federal or state agencies.

### Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_  
(last) (first) (middle)

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

Telephone: Home (\_\_\_\_\_) \_\_\_\_\_ Telephone: Work (\_\_\_\_\_) \_\_\_\_\_

Cell Phone/Pager (\_\_\_\_\_) \_\_\_\_\_

### Work Preference

Please indicate type of work desired:  Full Time  Part Time  Temporary  Other

Position Desired: \_\_\_\_\_

Preferred work location: \_\_\_\_\_

Preferred work hours: \_\_\_\_\_

### Recruiting Source

Agency Referred  School  Special Program  Walk-In  Was Recruited  
 Employee Referral \_\_\_\_\_  Advertising Source \_\_\_\_\_  Other

### Previous Employment

List all previous experience within the last five years, beginning with your most recent position.

Company Name \_\_\_\_\_

Position \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Employment Dates (mo. & yr.) From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Position \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Employment Dates (mo. & yr.) From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Position \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Employment Dates (mo. & yr.) From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Position \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Employment Dates (mo. & yr.) From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Other Experience:** Please do not identify non job-related organizations catering specifically to women, minorities, people with disabilities, or individuals with particular religious or ethnic backgrounds. \_\_\_\_\_

List professional or trade organizations in which you are a member: \_\_\_\_\_

**Education**

**Name of High School, College, or Vocational School** \_\_\_\_\_

Attendance Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Major \_\_\_\_\_

Degree Received \_\_\_\_\_ Date Degree Received (mo. & yr.) \_\_\_\_\_

**Name of High School, College, or Vocational School** \_\_\_\_\_

Attendance Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Major \_\_\_\_\_

Degree Received \_\_\_\_\_ Date Degree Received (mo. & yr.) \_\_\_\_\_

**Name of High School, College, or Vocational School** \_\_\_\_\_

Attendance Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Major \_\_\_\_\_

Degree Received \_\_\_\_\_ Date Degree Received (mo. & yr.) \_\_\_\_\_

**Name of High School, College, or Vocational School** \_\_\_\_\_

Attendance Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Major \_\_\_\_\_

Degree Received \_\_\_\_\_ Date Degree Received (mo. & yr.) \_\_\_\_\_

**Computer Skills**

Typing Words Per Minute \_\_\_\_\_ Data Entry Net Strokes Per Minute \_\_\_\_\_

Computer Competencies (list familiar software and hardware) \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

**Security and License Information**

Do you have a valid driver's license?  Yes  No

If yes, what is your driver's license number? \_\_\_\_\_ State \_\_\_\_\_

Have you had any traffic violations (other than parking tickets) within the past 3 years?  Yes  No

Violation \_\_\_\_\_ Violation Date (mo. & yr.) \_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No

If yes, please explain \_\_\_\_\_

Have you ever plead guilty or "no contest" (nolo contendere) to a felony charge?  Yes  No

If yes, what sentence did you receive? \_\_\_\_\_

(Having a criminal offense will not automatically disqualify you from employment.)

Military Service

(Do not include ROTC)

Branch of Service \_\_\_\_\_ Occupational Specialization \_\_\_\_\_

Dates of Service (from) \_\_\_\_\_ (to) \_\_\_\_\_ Grade/Rank at Discharge \_\_\_\_\_

Special/Technical Training \_\_\_\_\_

Branch of Service \_\_\_\_\_ Occupational Specialization \_\_\_\_\_

Dates of Service (from) \_\_\_\_\_ (to) \_\_\_\_\_ Grade/Rank at Discharge \_\_\_\_\_

Special/Technical Training \_\_\_\_\_

Please read the following:

As a candidate, you agree to and understand the following:

1. All personally identifiable information will be held in confidence and properly safeguarded, and the use of such information will be limited to valid business or legal requirements.
2. This company has a policy prohibiting the use of illegal drugs. A drug urinalysis test is required prior to employment. By signing this application, you indicate your awareness that in accordance with this policy, a positive test result may be sufficient to disqualify you for employment or, if employed, may result in your dismissal.
3. You must meet minimum age requirements of applicable laws.
4. This company may conduct investigation, including verification of prior employment history and education. By signing this application, you authorize this company or its agents to make these investigations, and you indicate your awareness that false statements or failure to disclose information may be sufficient to disqualify you for employment or, if employed, may result in your dismissal.
5. If a job offer is made, you will be required by the Immigration Reform and Control Act of 1986 to verify your identity and eligibility to work in the United States.
6. This company adheres to state and local regulation regarding clean air in the work place and reserves the right to restrict smoking in company-owned or -leased buildings.
7. This company is an at-will employer. Neither this document nor any other is intended to be a contract of employment.
8. In addition to this application, there are certain other documents that the company will require you to sign as a condition of employment. Failure to sign may result in your dismissal.

Please provide your signature and the date below to indicate that you agree to and understand all of the information contained in this application.

Furthermore, your signature indicates that you understand that this application will remain active for 12 months from the date below. Following that date, a new application must be completed to assure consideration for a position.

Signature \_\_\_\_\_

Date \_\_\_\_\_