

Employment Application

We are an Equal Opportunity Employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

PERSONAL INFORMATION

Applicant Name: _____

Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Phone: _____ Cell: _____

What days and hours are you available to work?

Mon. _____ Hours Fri. _____ Hours

Tues. _____ Hours Sat. _____ Hours

Wed. _____ Hours Sun. _____ Hours

Thur. _____ Hours

Have you ever been previously employed by our organization?
 Yes No

Can you submit proof of legal employment authorization and identity?
 Yes No

If you are under 18, can you furnish a work permit if it is required?
 Yes No

How were you referred to us? _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?
 Yes No

If NO, describe the functions that cannot be performed:

Have you ever been dismissed, or asked to resign, from any position?
 Yes No

If YES, please explain: _____

EMPLOYMENT HISTORY

Please provide all employment information for your past three employers, starting with the most recent.

Employer: _____

Position held: _____

Address: _____

Phone: _____

Supervisor/Title: _____

Dates employed: From: _____ To: _____

Salary: _____

Reason for leaving: _____

Employer: _____

Position held: _____

Address: _____

Phone: _____

Supervisor/title: _____

Dates employed: From: _____ To: _____

Salary: _____

Reason for leaving: _____

Employer: _____

Position held: _____

Address: _____

Phone: _____

Supervisor/Title: _____

Dates employed: From: _____ To: _____

Salary: _____

Reason for leaving: _____

QUESTIONS

Rate yourself on a scale of 1-10 as a "people person" and why?

What are you looking for in a job? _____

Who is one of your role models, and why? _____

REFERENCES / OTHER

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications.

References

List two reference names, phone numbers, and years known (do not include relatives or employers)

Name: _____

Occupation: _____

Relationship: _____

Phone: _____

Name: _____

Occupation: _____

Relationship: _____

Phone: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize (company name) to investigate my references, work record, education and other matters related to my suitability for employment and, further, I authorize the references I have listed to disclose to (company name). any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosures. In addition, I hereby release (company name), my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

Initials I understand that nothing contained in the application, or conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create an employment contract between (company name) and me. In addition, I understand and agree that if I am employed, my employment may be suspended or terminated at any time, with or without cause and with or without notice, at the option of either myself or (company name), and that no promises or representations contrary to the foregoing are binding on (company name) unless made in writing and signed by me and (company) Owner.

Applicant's Signature: _____ Date: _____

*** If you have a resume, which gives additional information, or if you need to explain any response more fully, please enclose with your application.