



# 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.

