



# Employment Application

Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Position Applied for: \_\_\_\_\_ Date of Review: \_\_\_\_\_

How were you referred to us: \_\_\_\_\_

## Applicant Data:

Full name (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile/Pager/Other: \_\_\_\_\_

Email: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

If you are under 18 and we require a work permit, can you furnish one? Yes:  No:

If no, please explain: \_\_\_\_\_

Have you ever worked for this company? Yes:  No:

If yes, when? \_\_\_\_\_

Are you a citizen of the United States? Yes:  No:

If not, are you legally allowed to work in the United States? Yes:  No:

Type of employment desired:

Full-Time:  Part-Time:  Temporary:  Seasonal:

Have you ever pled "guilty," "no contest," or been convicted of a crime?

Yes:  No:

If yes, give dates and details: \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

Driver's license number if applicable to position: \_\_\_\_\_

State: \_\_\_\_\_

**Summarize Your Special Skills or Qualifications:**

**Previous Employment (begin with most recent position):**

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

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

May we contact this employer as a reference? \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

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

May we contact this employer as a reference? \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

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

May we contact this employer as a reference? \_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision.

I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application.

In the event I am unemployed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# Employee Availability

Name: \_\_\_\_\_

Circle and/or fill in where appropriate. Example: If you are unable to work a day of the week, circle "OFF". If you are able to work any hours on a given day, circle "ANY". If you are only able to work specific hours on any given day, list the available hours. If you have any requests for time off, list them in "REQUESTS".

MONDAY: ANY or OFF or FROM \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

TUESDAY: ANY or OFF or FROM \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

WEDNESDAY: ANY or OFF or FROM \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

THURSDAY: ANY or OFF or FROM \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

FRIDAY: ANY or OFF or FROM \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

SATURDAY: ANY or OFF or FROM \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

SUNDAY: ANY or OFF or FROM \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Requests: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Employment Application Disclaimer and Acknowledgement

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I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_