

APPLICATION FOR EMPLOYMENT

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

Position Sought: _____

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Other Phone _____

Email Address: _____

On what date would you be available for work? _____ Desired Wage/Salary \$ _____

Are you legally eligible for employment in the United States? Yes [] No [] Type of Visa: _____

Have you ever been convicted of a felony? Yes [] No [] If yes, please describe circumstances: _____

Have you ever been involuntarily terminated or asked to resign from any position of employment? Yes [] No []

If yes, please describe circumstances: _____

If selected for employment, are you willing to submit to a pre-employment drug screening test? Yes [] No []

If selected for employment, are you willing to allow a CORI (Criminal Offender Record Information) background check? Yes [] No []

EMPLOYMENT HISTORY

(Most Recent First.)

1. Employer _____ Job Title _____

Date Employed From: _____ To: _____

Address _____ City _____ State _____ Zip _____

Phone _____ Job Title _____ Supervisor _____

Starting Salary _____ Ending Salary _____

Duties Performed _____

Reason for Leaving _____

2. Employer _____ Job Title _____

Date Employed From: _____ To: _____

Address _____ City _____ State _____ Zip _____

Phone _____ Job Title _____ Supervisor _____

Starting Salary _____ Ending Salary _____

Duties Performed _____

Reason for Leaving _____

3. Employer _____ Job Title _____

Date Employed From: _____ To: _____

Address _____ City _____ State _____ Zip _____

Phone _____ Job Title _____ Supervisor _____

Starting Salary _____ Ending Salary _____

Duties Performed _____

Reason for Leaving _____

EDUCATION				
School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held: _____

List skills relevant to the position applied for: _____

REFERENCES

Give the names of three (3) professional references whom you have known for over a year.

1. Name _____ Company/Organization _____

Address _____ City _____ State _____ Zip _____

Phone _____ Years Acquainted _____

How do you know this person? _____

2. Name _____ Company/Organization _____

Address _____ City _____ State _____ Zip _____

Phone _____ Years Acquainted _____

How do you know this person? _____

3. Name _____ Company/Organization _____

Address _____ City _____ State _____ Zip _____

Phone _____ Years Acquainted _____

How do you know this person? _____

ACKNOWLEDGMENT AND AUTHORIZATION

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date