

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: _____ Date of Application: _____

Name: _____ Applicant ID#: _____

Address: _____

Telephone #: _____ Cellular/Other # _____ Email: _____

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

If No, please explain: _____

Have you ever been employed here before? If yes, give dates and positions: _____ ☐ Yes ☐ No

Is this application a request for reemployment following an extended military leave of absence from this company? -- ☐ Yes ☐ No

If yes, additional information may be requested.

Are you legally employed in this country? ----- ☐ Yes ☐ No

Date available for work: _____ What is your desired salary range? \$ _____

Type of employment desired: ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal ☐ Educational Co-Op

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation?)

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

☐ Yes ☐ No ☐ Need more information about the job's "essential functions," to respond

Driver's License number required if driving is required in position for which you are applying: _____ State: _____

Employment History

Starting with your most recent employer, provide the following information:

Employer:	Telephone:	Dates Employed:	to
Street Address:	City:	State:	Compensation (Starting)
Starting job/ Final job title:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____		
Immediate supervisor and title:	Commission / Bonus / Other: \$		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Email	Compensation (Final)		
Why did you leave?	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____		
Summarize the type of work performed and job responsibilities:	Commission / Bonus / Other: \$		
Employer:	Telephone:	Dates Employed:	to
Street Address:	City:	State:	Compensation (Starting)
Starting job/ Final job title:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____		
Immediate supervisor and title:	Commission / Bonus / Other: \$		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final)		
Why did you leave?	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____		
Summarize the type of work performed and job responsibilities:	Commission / Bonus / Other: \$		

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience)

<input type="checkbox"/> Word Processing	_____	Years: _____	<input type="checkbox"/> E-Mail	_____	Years: _____
<input type="checkbox"/> Spreadsheet	_____	Years: _____	<input type="checkbox"/> Internet	_____	Years: _____
<input type="checkbox"/> Presentation	_____	Years: _____	<input type="checkbox"/> Other	_____	Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School	City	State	Completed	Major/Minor
			<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate	<input type="checkbox"/> Other <input type="checkbox"/> GED
			<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate	<input type="checkbox"/> Other <input type="checkbox"/> GED
			<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate	<input type="checkbox"/> Other <input type="checkbox"/> GED

References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Email	# of Years known

Social Security Number

SS#: _____ We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I understand that if am hired, my employment will be subject to a probationary period, which ordinarily, will not exceed 90 days from the date I am hired. If I am discharged at any time during the probationary period for unsatisfactory performance, I understand that this employer will not be charged for any employment benefits that may be paid to me for work I performed during the probationary period.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete a 1-9 Form in this regard. This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date: _____