

Application for Employment

We are an equal opportunity Employer. All qualified applicants are considered regardless of race, religion, color, age, sex, sexual orientation, gender identity, marital status, nationality, veteran or disability status.

Instructions – PLEASE READ

This is a general employment application required for all jobs. As the hiring process continues, you may be asked to provide a more detailed survey of your qualifications as they relate to a specific job or an additional authorization for release of information. Please print and write clearly, do not type. Answer all questions, even if you have a resume. Check over your final application for accuracy. Please sign and date the application where indicated. If you need another form or have questions, please feel free to ask.

Today's Date:				
Last Name		First name		M.I.
Other Names Used:		Pronouns:		
Present Street Address		City	State	Zip
Home Phone	Cell Phone	Email address		
List any languages you speak or write fluently:				
Can you provide documentation that you may be lawfully employed in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?		
Do you or any of your relatives or persons of your same household work here? If yes, please give their names.				

Position applied for:	Date available to start:	Check if you are willing to accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
How were you referred to us? <input type="checkbox"/> Newspaper <input type="checkbox"/> Employee Referral _____ <input type="checkbox"/> School _____ <input type="checkbox"/> Walk-in <input type="checkbox"/> Agency _____ <input type="checkbox"/> Other _____		
List any certificates or licenses you hold related to your qualifications for the work you seek:		

Education & Training

Are you currently a student? Yes No

	School Name and Full Address	Graduate or in progress?	Degree & Major
High School			
College/Univ			
College/Univ			
Trade, Other			

Work History

Name of Organization		Employment Dates (Month & Year)		Type of Business or Industry	
		From	To		
Street Address			City	State	Zip
Supervisor Name & Title		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number		Status (FT, PT, Contract)
Your job title(s), duties, skills used					Reason for leaving

Name of Organization		Employment Dates (Month & Year)		Type of Business or Industry	
		From	To		
Street Address			City	State	Zip
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Your job title(s), duties, skills used					Reason for leaving

Name of Organization		Employment Dates (Month & Year)		Type of Business or Industry	
		From	To		
Street Address			City	State	Zip
Supervisor Name & Title		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number		Status (FT, PT, Contract)
Your job title(s), duties, skills used					Reason for leaving

Volunteerism & Community Service

Please describe any volunteer activities and community service you have done. (e.g., translation services provided for community members and family, volunteering at a local food bank, assisting at a community garden, etc.)

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Other Skills and Qualifications

Please mention any other skills, qualifications or experience pertinent to the career you seek (e.g., Fluency in multiple languages, computer and/or software literacy, machines, tools, special certifications, etc.)

Professional References

Name	Email Address	Relationship to Candidate	Phone Number
1.			
2.			
3.			

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and complete. I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my immediate dismissal. I authorize this employer to investigate my background thoroughly, including a full credit report, and agree to assist in such investigation. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information. I agree to submit to any drug test that may be required by the employer. I understand that the refusal to submit to testing will result in my disqualification for employment with this organization. I also understand that employment may be conditioned upon an investigation into criminal convictions on record with local, State, or Federal law enforcement authorities. I understand that, if hired, my employment is not for a specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is NOT A CONTRACT. I agree to present documentation providing my eligibility to work in the United States promptly upon confirmation of hiring, and that failure to do so voids any offer of employment.

Signature of Applicant

Date