



Your Goals. Our Expertise. A Perfect Match.

# Application for Employment

Date \_\_\_\_\_

**Name**

LAST FIRST MIDDLE

**Address**

STREET CITY STATE ZIP

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

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

If no, explain \_\_\_\_\_

Are you legally eligible for employment in this country? .....  Yes  No

Driver's license number (if driving is essential job function) \_\_\_\_\_ State \_\_\_\_\_

**Position Applied For**

**Date Available to Start**

**Desired Salary**

Type of employment desired  Full-Time  Part-Time  Temporary

Have you ever been employed here before?  Yes  No If yes, dates & position \_\_\_\_\_

Referred By \_\_\_\_\_

Have you ever plead guilty, no contest or been convicted of a crime? .....  Yes  No

If yes, please provide date(s) and details \_\_\_\_\_

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

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 Resource Department.

**L& E Use Only**

Interview by: \_\_\_\_\_ Date: \_\_\_\_\_

Offer  Yes  No Start Date \_\_\_\_\_

Position \_\_\_\_\_ Salary \_\_\_\_\_

# Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

EMPLOYER	Dates Employed:	JOB TITLE
ADDRESS	<i>FROM</i>	RESPONSIBILITIES
SUPERVISOR	_____	
TELEPHONE #	<i>TO</i>	
MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	_____	
REASON FOR LEAVING	<i>SALARY</i>	
	_____	

EMPLOYER	Dates Employed:	JOB TITLE
ADDRESS	<i>FROM</i>	RESPONSIBILITIES
SUPERVISOR	_____	
TELEPHONE #	<i>TO</i>	
MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	_____	
REASON FOR LEAVING	<i>SALARY</i>	
	_____	

EMPLOYER	Dates Employed:	JOB TITLE
ADDRESS	<i>FROM</i>	RESPONSIBILITIES
SUPERVISOR	_____	
TELEPHONE #	<i>TO</i>	
MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	_____	
REASON FOR LEAVING	<i>SALARY</i>	
	_____	

EMPLOYER	Dates Employed:	JOB TITLE
ADDRESS	<i>FROM</i>	RESPONSIBILITIES
SUPERVISOR	_____	
TELEPHONE #	<i>TO</i>	
MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	_____	
REASON FOR LEAVING	<i>SALARY</i>	
	_____	

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## Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

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## Educational Background

Name and Location	Number of Years Completed	Did you Graduate?	MAJOR/DEGREE
HIGH SCHOOL			
COLLEGE			
OTHER			

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## References

Name	Telephone	Number of Years Known	Relationship

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## Applicant Statement

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

I understand that any information provided by me that is false, incomplete or misrepresented in any respect, will be sufficient cause of (i) cancel further consideration of this application, or (ii) immediately discharge me from employer's service, whenever it is discovered.

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 that accuracy of all information provided by me in the application, resume or job interview. I hereby waive all rights and claims I may have regarding the employer, its agents, employees and representatives for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on the application is used for limiting or excusing any applicant from consideration for employment on a 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 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 without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement of contract for employment for any specified period of 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 forgoing expressed language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**I certify that I have read, and fully understand and accept all terms**

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