

APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT LEGIBLY)

Position(s) Applied For: _____

Date of Application: _____ Social Security Number: _____

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell/Alternate Phone: _____

Are you a Veteran of Military Service? ☐ Yes ☐ No

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give approximate date(s): _____

Have you ever been employed with us before? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No

If Yes, please explain: (Conviction will not necessarily disqualify an applicant from employment) _____

EDUCATION:

Name and City of School: _____ Course of Study: _____

Years Completed: _____ Diploma/Degree: _____

High School: _____ City of School: _____

Years Completed: _____ Diploma/Degree: _____

Undergraduate College: _____ City of School: _____

Years Completed: _____ Diploma/Degree: _____

Graduate/Professional: _____ City of School: _____

Years Completed: _____ Diploma/Degree: _____

Trade School: _____ City of School: _____

Years Completed: _____ Diploma/Degree: _____

Other (Specify): _____ City of School: _____

Years Completed: _____ Diploma/Degree: _____

Applicant Name: _____ Date of Application: _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities useful to the job. _____

Describe any job-related training in the United States military. _____

EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include any job-related military service assignments and volunteer activities.
 (You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.)

1.) Employer: _____ Job Title: _____
 Address: _____ Phone Number: _____
 Supervisor: _____ Dates Employed: _____
 Starting Hourly Rate/Salary: _____ Ending Hourly Rate/Salary: _____
 Work Performed: _____
 Reason for Leaving: _____
 May we contact this employer? ☐ Yes ☐ No Contact Name: _____

2.) Employer: _____ Job Title: _____
 Address: _____ Phone Number: _____
 Supervisor: _____ Dates Employed: _____
 Starting Hourly Rate/Salary: _____ Ending Hourly Rate/Salary: _____
 Work Performed: _____
 Reason for Leaving: _____
 May we contact this employer? ☐ Yes ☐ No Contact Name: _____

3.) Employer: _____ Job Title: _____
 Address: _____ Phone Number: _____
 Supervisor: _____ Dates Employed: _____
 Starting Hourly Rate/Salary: _____ Ending Hourly Rate/Salary: _____
 Work Performed: _____
 Reason for Leaving: _____
 May we contact this employer? ☐ Yes ☐ No Contact Name: _____

4.) Employer: _____ Job Title: _____
 Address: _____ Phone Number: _____
 Supervisor: _____ Dates Employed: _____
 Starting Hourly Rate/Salary: _____ Ending Hourly Rate/Salary: _____
 Work Performed: _____
 Reason for Leaving: _____
 May we contact this employer? ☐ Yes ☐ No Contact Name: _____

**If you need additional space, please continue on a separate sheet of paper or on the back side of this sheet. **

Applicant Name: _____ Date of Application: _____

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.) _____

Other Job-Related Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience. _____

SPECIALIZED SKILLS: (Please List.)

Computer/Software Experience:

Level of Expertise: (1=beginner — 10=expert)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Production/Mobile Machinery:

Level of Expertise: (1=beginner — 10=expert)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other:

Level of Expertise: (1=beginner — 10=expert)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

State any additional information you feel may be helpful to us in considering your application.

1.) Name: _____ Phone: _____
Address: _____ City, State, Zip: _____

2.) Name: _____ Phone: _____
Address: _____ City, State, Zip: _____

3.) Name: _____ Phone: _____
Address: _____ City, State, Zip: _____

4.) Name: _____ Phone: _____
Address: _____ City, State, Zip: _____

I certify that the 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. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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.

Applicant's Name (printed):_____ Date:_____

Signature of Applicant: _____

Interviewed By: _____ Date: _____

Notes: _____

[illegible]