Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

(PLEASE PRINT)

Position(s) Applied For _____ Date of Application _____

How Did You Learn About Us?

____ Advertisement ____Relative ____ Inquiry ____ Employment Agency ____ Friend

____ Employment Agency _____ Other _____

Last Name First Name Middle Name

_____

Address *Number Street City State Zip Code*

_____

Telephone Number(s) *Social Security Number (optional unless hired)*

Best time to contact you at home is……..____: _____ [A]

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 date _____

Have you ever been employed with us before?.....____ Yes ____No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here?.....____ 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

Date available for work ___/____/____ What is your desired salary range?_____

Are you available for work:

___ Full-Time (Please indicate: 1 2 3 shift)

___ Part-Time (Please indicate: Mornings Afternoon Evenings)

___ Temporary (Please indicate dates available __/__/__ - __/__/__)

Are you currently on "lay-off" status and subject to recall? …….____ Yes ____No

Can you travel if the job requires it? …….____ Yes ____No

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeships, skills, and extra-curricular activities.

Describe any job-related training received in the United Stated 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	Dates Employed From	Dates Employed To	Work Performed
	Address			
	Telephone Number(s)			
	Job Title / Supervisor			
	Reason For Leaving			
2.	Employer	Dates Employed From	Dates Employed To	Work Performed
	Address			
	Telephone Number(s)			
	Job Title / Supervisor			
	Reason For Leaving			
3.	Employer	Dates Employed From	Dates Employed To	Work Performed
	Address			
	Telephone Number(s)			
	Job Title / Supervisor			
	Reason For Leaving			
4.	Employer	Dates Employed From	Dates Employed To	Work Performed
	Address			
	Telephone Number(s)			
	Job Title / Supervisor			
	Reason For Leaving			

If you need additional space, please continue on a separate sheet of paper.

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.

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

_____

_____

_____

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

___ Forklift
___ CDL

___ Microsoft Excel
___ Microsoft Word
___ Typing Skills
___ Basic computer knowledge

Production/Mobile Machinery (list)

_____
_____
_____
_____

Other (list)

_____
_____
_____
_____

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

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE JOB REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.
Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ____YES ____NO

REFERENCES

1. _____ (_____)
(Name) **Phone #**

_____
(Address)

2. _____ (_____)
(Name) **Phone #**

_____
(Address)

3. _____ (_____)
(Name) **Phone #**

_____
(Address)

Please Read Before Signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company that verifies my right to work in the United States on the first day of employment. I have received from the company a list of the approved documents that are required.

I understand that employment at this company is “at will,” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature _____ Date_____