

# Application for Employment

We do not discriminate on the basis of race, sex, color, religion, national origin, disability, or any other applicable status protected by state, state or local law. It is our intention that qualified applicants be given equal opportunity and that selection decisions be based on job related factors.

Each question should be fully and accurately answered. PLEASE PRINT, except for signature at the end of this application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied For (Secretary, Accounting Representative, Marketing Representative, Caregiver etc.)

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you seeking: Full-time ☐ Part-time ☐ Temporary ☐ employment? When Could You Start Work?

\_\_\_\_\_

_____	_____	_____ (_____) _____	_____
Last Name	First Name	Middle Initial	Telephone Number

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you 18 years of Age or older? Yes ☐ No ☐

Social Security \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Have you ever applied here before? Yes ☐ No ☐ If yes, when \_\_\_\_\_

Were you ever employed here? Yes ☐ No ☐ If yes, when \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor violation)? Yes ☐ No ☐

If yes, when \_\_\_\_\_

## List information of employers in consecutive order with present employer listed first

Name	Job Title and Duties	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

## List schooling information

	LIST NAME AND ADDRESS OF SCHOOL	# of years completed	Diploma/Degree/Certificate
High School or GED	_____	_____	_____
College or University	_____	_____	_____
Technical	_____	_____	_____

Are you presently employed? Yes ☐ No ☐

**Give three references**

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that all information provided in this employment application is true and complete. I understand that this application does not guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated any time, with or without cause and with or without notice. I have read, understood, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date:\_\_\_\_\_