



# APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for all positions without regard to race, color, religion, gender, sex, national origin, age, sexual preference, marital or veteran status, or the presence of a medical condition or handicap or any other protected class.

## **PERSONAL INFORMATION:**

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

List any other name(s) that you have used for reference purposes: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you have a resume? Yes or No (please attach if so) Social Security Number: \_\_\_\_\_

Primary (day) Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you authorized to work in the U.S? \_\_\_\_ Yes \_\_\_\_ No. Are you at least 18 years of age: \_\_\_\_ Yes \_\_\_\_ No

Do you speak or read more than one language? \_\_\_\_ Which language(s): \_\_\_\_\_

My driver's license is: Valid  Not Valid  N/A  Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

## **EMPLOYMENT DESIRED:**

Position(s) Desired: \_\_\_\_\_ Wage/Salary Desired: \_\_\_\_\_

When are you available? \_\_\_\_\_ Are you currently employed? \_\_\_\_\_

If so, may we contact your present employer? \_\_\_\_\_ Name/Phone Number \_\_\_\_\_

If you have applied to this company before, Please indicate where and when. \_\_\_\_\_

Have you **ever** been convicted of a felony or a misdemeanor? If yes, please explain and/or list all charges and dates of convictions (criminal convictions are not an automatic ban from employment).

\_\_\_\_\_  
\_\_\_\_\_

Do you seek full or part-time employment? \_\_\_\_\_ Number of hours preferred? \_\_\_\_\_

Are there any days/times you cannot work? Which? \_\_\_\_\_ Can you work overtime if required? \_\_\_\_\_

List all special skills, certifications, experience or qualifications related to the position. Please list all that apply (i.e. typing speed, computer literacy, First Aid, equipment, tools, framing, concrete, etc): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS EMPLOYMENT:** (List Most Recent Employer First) - FAILURE TO COMPLETE THIS APPLICATION (IN WHOLE) MAY RESULT IN NOT BEING CONSIDERED FOR EMPLOYMENT. PLEASE DO NOT SUBSTITUTE A RESUME. RESUMES MAY BE ATTACHED.

Month and Year	Name and Location	Phone Number	Position Held	Salary	Reason for Leaving
1	From				
	To				
2	From				
	To				
3	From				
	To				
4	From				
	To				

**REFERENCES:** Please list 3 NON-RELATIVES whom you have known for more than 1 year.

	Name and Address	Telephone Number	Relationship/ Years Known
1			
2			
3			

**EDUCATIONAL HISTORY:**

School Type	Name and Location	Phone Number	Graduated Yes or No	Subjects Studied/Major
High School				
College University				
Trade /Other				

\_\_\_\_\_ (initial) I authorize the companies, organizations, employers, schools, persons, or entities listed on this employment application to give any information regarding my employment, character, qualifications, certifications and licenses and verify all dates and facts. I hereby release said companies, organizations, employers, schools, persons or entities from all liability for any damage for issuing this information.

**EMERGENCY CONTACT:**

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ Primary Contact # \_\_\_\_\_

I authorize investigation of all statements contained in this application to include (but not limited to) verification of present and previous employment and personal references. I understand that misrepresentation or omission of facts can lead to refusal to hire or discharge at any point. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of wages, be terminated at any time without any previous notice. Upon acceptance of employment with this company, I understand and agree that I will be required to take a Physical Examination and a Pre-Employment Drug Test. You may be denied employment because of a conviction record, particularly assault or theft related charges.

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



# Equal Opportunity & Affirmative Action Survey

*Equal employment and affirmative action regulations require us to gather statistical information on persons applying for employment. Please complete the survey below to assist us in complying with these regulations. In no way will your responses be used to determine your eligibility for the position for which you are applying. This information is voluntary and confidential and will be used for statistical purposes only and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.*

## Personal Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Gender: Male  Female

## Race/Ethnicity:

*Please choose one which best identifies you (you can choose up to two races if needed):*

- Black or African American
- Hispanic or Latino
- Asian
- American Indian or Alaskan Native
- Native Hawaiian or Pacific Islander
- White or Caucasian
- Other Race not listed (*Please Specify*) : \_\_\_\_\_
- Decline to State

“WE ARE AN EQUAL OPPORTUNITY EMPLOYER”