



APPLICATION FOR EMPLOYMENT

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

(PLEASE PRINT)

Form with fields for Position(s) Applied For, Date of Application, and How did you learn about us? (Advertisement, Relative, Inquiry, Employment Agency, Friend, Other)

Form with fields for Last Name, First Name, Middle Name, Address, City, State, Zip Code, Telephone Number(s), and Social Security Number

Form with various questions: Best time to contact you is, If you are under 18 years of age, Have you ever filed an application with us before?, Have you ever been employed with us before?, Do any of your friends or relatives, other than spouse work here?, Are you currently employed?, May we contact your present employer?, Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status, Date available for work, What is your desired salary?, Are you available to work (Full-Time, Part-Time, Temporary)

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, apprenticeship, skills and extra-curricular activities.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

OTHER QUALIFICATIONS

Summarize special job-related skills, qualifications acquired from employment or other experience and any training received 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.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

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

SPECIALIZED SKILLS

__Computer Skills	__Spreadsheet	Production/Mobile Machinery (List)	Other (list)
__PC/MAC	__MS Word	_____	_____
__Typewriter	__Internet Use	_____	_____
WPM__		_____	_____
		_____	_____

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

REFERENCES

1.	<i>(Name)</i>	Phone #
	<i>(Address)</i>	
2.	<i>(Name)</i>	Phone #
	<i>Address</i>	
3.	<i>(Name)</i>	Phone #
	<i>(Address)</i>	

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Remarks	_____	

Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of Employment	_____	
Hourly Rate/	_____	
Job Title	Salary	Department
_____	_____	_____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all states 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 this 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.

Signature of Applicant

Date