

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

## Application for Employment

(Please Print)

Date \_\_\_/\_\_\_/\_\_\_

Position(s) applied for \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_ E-Mail \_\_\_\_\_

Social Security# \_\_\_\_\_ Best time to call \_\_\_\_\_

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

Have you ever had your driver's license suspended or revoked in the last 3 years?  Yes  No

If yes, please explain \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit?  Yes  No

If not, explain \_\_\_\_\_

Current place of employment \_\_\_\_\_

Have you ever been employed here before?  Yes  No If so, when? \_\_\_/\_\_\_/\_\_\_

Are you legally eligible for employment here?  Yes  No Can you provide proof?  Yes  No

Are you able to meet the attendance requirements of the position?  Yes  No

Type of employment desired  Full-time  Part-time  Temporary  Seasonal

Date available for work \_\_\_\_\_ Requested Salary \_\_\_\_\_

Will you work overtime if required?  Yes  No Are you Section 3 qualified?  Yes  No  
If yes, please attach proof to this application.

Have you ever worked under a different name?  Yes  No

If so, what is it? \_\_\_\_\_

Have you been convicted of a crime in the last 7 years?  Yes  No

If yes, explain \_\_\_\_\_

## Educational Background

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List name and address of schools

Year/Class

High School or GED: \_\_\_\_\_

College or University: \_\_\_\_\_

Vocational or Technical: \_\_\_\_\_

## Skills and Qualifications

What skills or additional training do you have that are related to the job for which you are applying? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List special accomplishments, and awards, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any additional information you would like us to consider \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment History

Provide the following information for your past 3 employers, assignments, or volunteer activities, starting with the most recent.

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From \_\_\_\_\_ To \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Job

Title \_\_\_\_\_ Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Nature of work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Job Title \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Nature of work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Job Title \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Nature of work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

## References

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Years Known \_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_ Years Known \_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_ Years Known \_\_\_\_\_

I GIVE THE EMPLOYER THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYER, AND INSTITUTIONS TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION.

I HEREBY RELEASE FROM LIABILITY THE EMPLOYER AND ITS REPRESENTATIVE FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

I UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.

I ALSO UNDERSTAND IF I AM HIRED, I AM FREE TO RESIGN AT ANY TIME, AND THE EMPLOYER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE EXCEPT AS MAY BE REQUIRED BY LAW.

WE CONSIDER ALL APPLICANTS FOR POSITION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN /RESERVE / NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS. WE ALSO COMPLY WITH ALL APPLICABLE LAWS GOVERNING EMPLOYMENT PRACTICES AND DO NOT DISCRIMINATE ON THE BASIS OF ANY UNLAWFUL CRITERIA.

I represent and warrant that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_