



Application for Employment

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. Please print.

For Office Use Only

Name _____

Employee # _____

Phone () _____ Phone () _____

Hire Date _____

Address _____

Position _____

City/State/Zip _____

Program _____

Position applied for _____

Rate _____

Expected pay _____

_____ Hourly

Would you accept full-time work? _____ Yes _____ No

_____ Salary

Would you accept part-time work? _____ Yes _____ No

_____ Daily

On what date would you be available for work? _____

Other _____

Have you ever been employed here before? _____ Yes _____ No Date _____

Notes _____

Special training or skills (languages, machine operation, etc.) that would be of Special benefit in the job for which you are applying: _____

Are you legally eligible for employment in the United States? _____ Yes _____ No
(if yes, proof is required)

Attachments

_____ Resume

_____ Applicant Reference Check

_____ Applicant Interview

_____ Payroll Status Change Sheet

Are you of legal age to work in the United States? _____ Yes _____ No

Educational Background

School	Name and location of school	Course of Study	Did you graduate?	Degree or diploma
Grammar school			_____ Yes _____ No	
High school			_____ Yes _____ No	
College			_____ Yes _____ No	
Graduate school			_____ Yes _____ No	
Vocational Training/other			_____ Yes _____ No	

Membership in professional or civic organizations (Exclude those which may disclose your race, color, religion, or national origin.)

Personal References

(other than family members or previous employers)

1. Name _____

Phone () _____

Address _____

2. Name _____

Phone () _____

Address _____

3. Name _____ Phone () _____

Address _____

Employment Experience

Place an by the employer(s) you *do not* want us to contact. List your most recent employer first.

1. Employer _____ Address _____

_____ Phone () _____

Job Title _____ Supervisor _____

Dates Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____

Work Performed _____ Reason for Leaving _____

2. Employer _____ Address _____

_____ Phone () _____

Job Title _____ Supervisor _____

Dates Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____

Work Performed _____ Reason for Leaving _____

3. Employer _____ Address _____

_____ Phone () _____

Job Title _____ Supervisor _____

Dates Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____

Work Performed _____ Reason for Leaving _____

4. Employer _____ Address _____

_____ Phone () _____

Job Title _____ Supervisor _____

Dates Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____

Work Performed _____ Reason for Leaving _____

Please be sure to sign and date this application. Thank you for your interest.

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to prove the legality of my residency or citizenship. I am also aware that the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and this company for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the company will have the similar right. In addition, I understand that no promise, representation, or agreement contrary to the foregoing is binding on the company unless made in writing and signed by me and an authorized representative of the company.

Applicant's signature _____ Date _____

