



Application for Employment

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related information.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. Please Print, except for your signature on the last page of the application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preference or discrimination based upon non-job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary

When could you start work? _____

General

Last Name First Name Middle Name Telephone Number

Present street address City State Zip

Are you 18 years of age or older?..... Yes No
(if hired, you may be required to submit proof of age)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

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? (Include any plea of "guilty" or "no contest" and any "suspended" or "deferred" sentences. Exclude minor traffic Violations.) Yes No

If yes, give details _____
(a conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business or employment outside of this agency? Yes No
If yes, give details _____

Education

	List Name and Address of Schools	Number of Years Completed	Diploma/ Degree/ Certificate
High School Or GED			
College or University			
Subjects Studied			
Vocational or Technical			
Subjects Studied			

Special Skills

What skills of additional training do you have that are related to the job for which you are applying? _____

What machines or equipment can you operate that are related to the job for which you are applying? _____

Do you have a valid driver's license? Yes No

Drivers license number _____ Class of license _____ State of issue _____

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

If yes, give details _____

List professional, trade, business or civic activities and offices held. (exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.)

Work History

List names of employers in consecutive order with present of last employer listed first. Account for all periods of time including military service and any periods or unemployment. If self-employed, give firm name and supply business references.

Note: A job offer may be contingent upon acceptable references from current and former employers.

Name, address, and telephone number of employer	Employed		Employed		Reason for leaving
	From	To	From	To	
					Supervisor(s)
Title					
Name, address, and telephone number of employer	Employed		Employed		Reason for leaving
	From	To	From	To	
					Supervisor(s)
Title					
Name, address, and telephone number of employer	Employed		Employed		Reason for leaving
	From	To	From	To	
					Supervisor(s)
Title					
Name, address, and telephone number of employer	Employed		Employed		Reason for leaving
	From	To	From	To	
					Supervisor(s)
Title					

References

Have you worked or attended school under any other names?

If yes, give name(s) _____

Are you presently employed? Yes No May we contact them? Yes No

Is yes, who should we contact? _____

Have you ever been fired from a job or asked to resign? Yes No

Is yes, please explain: _____

Give three (3) references, not relatives or former employers.

Name	Address	Phone

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration from employment and may result in my dismissal if discovered later.

I authorize the investigation of any or all statements contained in the application. I also authorize, whether listed on not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period. Only the executive director of our organization has the authority to enter into an agreement of employment for any specific period and such agreement must be in writing, signed by the Executive Director and the employee. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time.
Ask the organization's representative for details.