

APPLICATION FOR EMPLOYMENT

(USE TOP OF LINES)

Position(s) applied for: _____ Date of application: _____

Referral Source: Advertisement/Employee/Relative/etc. _____

Name: Last _____ First _____ Middle _____

Address: Street _____ City _____ Zip _____

Social Security No.: _____ Telephone: _____ Mobile/Beeper/Other Phone _____ Email _____

If necessary, best time to call you at home is:..... ()
May we contact you at work?..... Yes () No ()
If yes, work number and best time to call:.....
If you are under 18 and it is required, can you furnish a work permit?..... Yes () No ()
If no, please explain:.....
Have you submitted an application here before?..... Yes () No ()
If yes, give date(s) and position(s):.....
Have you ever been employed here before?..... Yes () No ()
If yes, give date(s): From: () To: ()
Are you legally eligible for employment in this county?..... Yes () No ()
Date available for work:..... ()
What is your desired salary range?..... ()
Type of employment desired? ()

Full Time: _____ Part-Time: _____ Temporary: _____ Seasonal: _____ Educational Co-Op: _____

Will you relocate if job requires it?..... Yes () No ()
Will you travel if job requires it?..... Yes () No ()
Are you able to meet the attendance requirements of the position?..... Yes () No ()
Will you work overtime if required?..... Yes () No ()
If no, please explain:.....
Have you ever been bonded?..... Yes () No ()
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?.. Yes () No ()
If yes, please provide date(s) and details:.....

ANSWERING, "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AND AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number if driving is an essential job function: ()

State: ()

AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer	Telephone #	Dates Employed/From-To	Summarize type of work performed/job responsibilities
Address:	Hourly Salary	Supervisor and Title	Reason for Leaving
May we contact for reference? Yes () No () Later ()			

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Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background (if job related)

List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

A. School	B. Years completed	C. Degree/Diploma	D. GPA	E. Major	F. Minor

References

List name and telephone number of three business/work references that are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone No.	Number of Years Known

Additional Information

List professional, trade, business or civic associations and any offices held.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE/NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

Organization	Office Held

List special accomplishments, publication, awards, etc.

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List any additional information you would like us to consider.
