

APPLICATION FOR EMPLOYMENT

We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in a position that best meets your qualifications and may assist us in possible future upgrading.



Name: _____ Social Security Number: _____

Address: _____
Street City State Zip

Are you legally eligible for employment in the US? Yes No

We often need things to be picked up or delivered by employees; do you have a vehicle that would enable you to do this?
 Yes No

Position applying for: _____ Rate of pay per hour expected: \$ _____

Seeking Full-time Part-Time If part-time, specify days and hours: _____

Were you previously employed by us? Yes No If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization?

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses in the past ten years which has not been annulled or expunged or sealed by court? Yes No If Yes, please describe in full:

Can you perform the tasks required by this position, with or without accommodation? Yes No
If with accommodation, describe how you will be able to perform the tasks or with what accommodations.

Education

School	Name of School	Did You Graduate?	List Diploma or Degree
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Personal References (Not former employers or relatives)

Name and Occupation	Address	Phone Number

Current And Past Employment (beginning with your most recent)

1. Name and Address of Company and Type of Business	From		To		Describe the work you did	Starting Wage	Ending Wage	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

2. Name and Address of Company and Type of Business	From		To		Describe the work you did	Starting Wage	Ending Wage	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

3. Name and Address of Company and Type of Business	From		To		Describe the work you did	Starting Wage	Ending Wage	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

4. Name and Address of Company and Type of Business	From		To		Describe the work you did	Starting Wage	Ending Wage	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

May we contact the employers listed above? Yes No If no, which numbers should we **not** call? _____

Military Service Record

Were you in U.S. Armed Forces? Yes No If yes, what Branch? _____

Dates of Duty: _____ Rank at Discharge: _____

List duties in the service including special training: _____

Have you taken any training under the GI Bill of Rights? Yes No

If yes, what training did you complete? _____

Please read and sign below

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history, financial and credit record, and criminal record through any investigative or credit agencies or bureaus of your choice. In making this application for employment I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant

Date