

# Application For Employment



*We consider application for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.*

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address	Street	Telephone Number(s)
City	State	Zip Code
		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before? If Yes, give date:  Yes  No

Have you ever been employed with us before? If Yes, give date:  Yes  No

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?  Yes  No

*Proof of citizenship or immigration status will be required upon employment.*

On what date would you available for work?

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you ever been convicted of a felony within the last 7 years?  Yes  No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

# EDUCATION

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

<b>1.</b>	Employer		Date Employed	
	Address		From	To
	Telephone Number(s)			
	Job Title	Supervisor	Hourly Rate/Salary	
	Work Performed		From	To
	Reason for Leaving			
<b>2.</b>	Employer		Date Employed	
	Address		From	To
	Telephone Number(s)			
	Job Title	Supervisor	Hourly Rate/Salary	
	Work Performed		From	To
	Reason for Leaving			
<b>3.</b>	Employer		Date Employed	
	Address		From	To
	Telephone Number(s)			
	Job Title	Supervisor	Hourly Rate/Salary	
	Work Performed		From	To
	Reason for Leaving			

*If you need additional space, please continue on a separate sheet of paper.*

**ADDITIONAL INFORMATION**

**List professional, trade, business or civic activities and offices held.**  
*(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status)*

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**Other Qualifications:**  
*(Summarize special job-related skills and qualifications acquired from employment or other experience.)*

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**Special Skills:** (Check Skills/Equipment Operated)

<input type="checkbox"/> PBX System	<input type="checkbox"/> Windows/Mac	Production/Mobile Machinery (list):	Other (list):
<input type="checkbox"/> CRT	<input type="checkbox"/> BBC Mail Manager Client	_____	_____
<input type="checkbox"/> Fax/Scan	<input type="checkbox"/> Microsoft Word/Excel/Access	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> Database	_____	_____
<input type="checkbox"/> Adobe Applications (Photoshop, InDesign, Illustrator, Acrobat Reader, ...)		_____	_____

**State any additional information you feel may be helpful to us in considering your application:**

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**Note to applicants:** DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENT OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities in such a job or occupation is attached.

Yes  
 No

# REFERENCES

1. \_\_\_\_\_  
*Name* *Phone*

\_\_\_\_\_

*Address*

2. \_\_\_\_\_  
*Name* *Phone*

\_\_\_\_\_

*Address*

3. \_\_\_\_\_  
*Name* *Phone*

\_\_\_\_\_

*Address*

4. \_\_\_\_\_  
*Name* *Phone*

\_\_\_\_\_

*Address*

**FOR PERSONNEL USE ONLY**

Position(s) Applied For Is Open:       Yes                       No

Position(s) Considered For: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

NOTES: