

# Application For Employment

## HOW DID YOU LEARN ABOUT US?

Date of Application \_\_\_\_\_

- Advertisement (If checked, where? \_\_\_\_\_)   
  Walk-In   
  Referral From \_\_\_\_\_  
 Employment Agency (If checked, who? \_\_\_\_\_)   
  Other \_\_\_\_\_

## PERSONAL INFORMATION

Last Name		First Name	Middle Name	Social Security Number	
Street Address			City	State	Zip Code
Telephone: Home	Cell	Work	<input type="checkbox"/> OK to call?		

- I Rent. If checked, monthly amount \$ \_\_\_\_\_   
  I Own my home. If checked, monthly payment amount \$ \_\_\_\_\_

## POSITION DESIRED

Position Applied For \_\_\_\_\_ Pay Expected (per week or year) \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

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

If you are not available to work full time, what hours are you available? \_\_\_\_\_

Will you work past 5:30 p.m., if asked?  Yes  No

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

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

Can you travel if the job requires it?  Yes  No

## BACKGROUND

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

Does your Immigration Status or Visa legally entitle you to be employed in the USA?  Yes  No  N/A

Do you currently have Proof of citizenship or immigration status permitting this employment?  Yes  No

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

If NO, then why not?

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

Have you been arrested or convicted of any crime, whether misdemeanor, felony, but excluding non-criminal traffic violations? Conviction will not necessarily disqualify an applicant from employment.  Yes  No

Have you had any major illness in the last 5 years that would prevent you from working? full time and performing all of the job tasks in a timely and professional manner?  Yes  No

Have you ever been bonded? If Yes, with who? \_\_\_\_\_  Yes  No

Have you been involved in any government or professional investigations, disciplinary investigations or proceedings or any lawsuits in the last 20 years?  Yes  No

How long have you lived at your current and previous address? Current: \_\_\_\_\_ Previous: \_\_\_\_\_

What form of transportation will you use to get to work? \_\_\_\_\_

*If you answered Yes to any of the Background questions, then please explain and/or give further details on a separate sheet*

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants 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.

**EMPLOYMENT**

List below all present and past employment, beginning with your most recent. If you already have a resume that contains this information, just attach the resume. If additional entries are needed, attach a separate sheet.

1. Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Start Salary	Weekly Last Salary	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	Weekly Start Salary	Weekly Last Salary	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	Weekly Start Salary	Weekly Last Salary	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	Weekly Start Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo.	Yr					
Telephone									

May we contact the employers listed above? If not, indicate which one(s) you do not wish us to contact \_\_\_\_\_

**SPECIAL SKILLS**

Describe all computer programs that you able to operate proficiently that would be used on this job.

- MS Word   
  WordPerfect   
  Outlook   
  AOL   
  Excel   
  PowerPoint   
  Access  
 Landtech   
  WordStar   
  MLS   
  QuickBooks   
  Web Research   
  Web Design   
  Other

Describe any specialized training, apprenticeship, skills and extra-curricular activities that would benefit you for this job.

Did you serve in the United States military? If so, describe any job-related training received in the United States military

**EDUCATION**

	Name and Location of School	Course of Study	Years Completed	Did you Graduate?	Diploma OR Degree
Elementary School		XXXX		<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School		XXXX		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Undergraduate College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate OR Professional				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Indicate any foreign languages you can speak, read and/or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

**PERSONAL REFERENCES** (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number
1.		
2.		
3.		

In the event of an emergency, whom should we notify?

Name	Address	Phone	Relationship to You
1.			

**APPLICANT’S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby authorize the Employer to obtain any credit report or other investigative report in connection with this Application and if I am subsequently employed, then said authorization shall apply at any time during the course of my employment

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the president or an authorized vice president.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations, dress codes, and Policy Manuals of the Employer.

<b>Signature of Applicant</b>  If this Application is submitted via e-mail or fax , such transmission shall constitute acceptance, the same as if it was signed by the applicant. Application for Employment	<b>Date</b>
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