

## **Application for Employment**

Equal access to all programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

Position(s) applied for:	Date of application:
Name:	Social Security Number:
Address:	
Telephone number:	Cell phone number:
If you are under 18, and it is required, can you furnish a work Permit?	□Yes □ No
If no please explain:	
Have you ever been employed here before? $\square$ Yes $\square$ No Are you	u related to a current employee? ☐Yes ☐ No
If yes give dates and positions:	
How did you hear about us?	
Are you legally eligible for employment in the U.S.? $\ \square \ $ Yes $\ \square \ $ No	
Date Available for work:	Desired Salary: \$
Type of employment desired: □Full-time □Part-Time □Educ	rational Co-Op
Have you ever pled "guilty" or "no contest" to, or been convicted of a felony?	□Yes □ No
If yes please provide date(s) and details:	
Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as and position applied for will be taken into account.	date of offense, seriousness and nature of violation, rehabilitation
Employment History	
From: To: Employer:	Phone number:
Job Title: Address:	
Immediate Supervisor's Name:	
Summarize your job duties/responsibilities:	
Reason for leaving:	Salary: \$
From: To: Employer:	Phone number:
Job Title: Address:	
Immediate Supervisor's Name:	
Summarize your job duties/responsibilities:	
Reason for leaving:	Salary: \$

## **Employment History Continued** Employer: From: Phone number: Job Title: Address: Immediate Supervisor's Name: Summarize your job duties/responsibilities: Reason for leaving: Salary: \$ Skills and Qualifications Summarize and training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying. References: **Education Background** Name of Establishment Did you Graduate Course of Study □Yes □ No □ NA High School: ☐Yes ☐ No ☐ NA College: ☐Yes ☐ No ☐ NA Applicant Statement I certify that all information provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided that is found to be false or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of application, or (ii) immediately discharge me from service whenever it is discovered. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contract and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that the employer does not unlawfully discriminate employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law. I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to re-apply and fill out a new application. If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant:

Date: / /