



Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ **Date:** _____

Position(s) applied for or type of work desired: _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Telephone #:** _____

If employed, can you provide proof of authorization to work in the U.S.? Yes No

Type of employment desired: _____ full-time _____ part-time _____ temporary

Have you been employed here before? Yes No

May we contact your current employer? Yes No

Date you will be available to start work: _____

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

If yes, please explain (a conviction will not automatically bar employment). The applicant should not disclose any information regarding criminal arrest or conviction records that have been expunged or sealed: _____

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Employment History

Please provide all employment information for your past three employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

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Dates employed: from _____ to _____ Salary: _____

Job summary: _____

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Employer: _____ Position held: _____
Address: _____ Telephone #: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____

Other Skills and Qualifications

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

Educational History

List school name and location, number of years completed, course of study, and any degrees earned:

High school: _____
College: _____
Technical Training: _____
Other: _____

Reference

List 3 references names, telephone numbers, and years know (do not include relatives or employers):

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers and educational institutions, and to perform all checks of my credentials as allowed by law. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____

Date: _____