



Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, allayment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some of all of the above types of discrimination as well. Some additional types include, but aren't limited to; discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character general reputation and mode of living. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

(PLEASE WRITE IN PRINT PLAINLY)

Date: _____

First name: _____ Middle name: _____ last name: _____

Social Security Number: _____ Telephone Number: _____

Address: _____

Are you legally eligible for employment in the U.S.A? (Circle) Yes No

NOTE: If hired, you are required to submit proof of your eligibility to work in the U.S.A

Are you over the age of eighteen? (Circle) Yes No

If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for: _____

Were you previously employed by us? (Circle) Yes No

If yes, when? _____

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

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job in which you are applying? _____

Write the name and address of the company and type of business below	From (Date)		To (Date)		Reason for Leaving	Name of Supervisor
	M	Y	M	Y		
	Describe the work you did:					
Telephone						

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	Describe the work you did:					
Telephone						

I hereby give my permission to contact the employers listed above concerning my prior work experience as indicated below. (Circle)

Employer One: YesNo **Employer Two:** YesNo**Employer Three:** YesNo

EDUCATION:

School	Name/Address of School	Course of Study	Circle Last Year Completed				Did you graduate? (Circle)	
			5	6	7	8	Yes	No
Elementary		N/A						
High		N/A						
College								
Other (Specify)								

PROFESSIONAL REFERENCES:

Name and Occupation	Address	Phone Number

May we telephone you to follow up on this application at home? (Circle) Yes No

If yes, what is the best time to call? _____

May we telephone you to follow up on this application at work? (Circle) Yes No

If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application are true and complete. I understand that if employed, any false statement on this application may result in dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than officer of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

Signature of Applicant: _____