

# Standard Application for Employment



It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a resume, but all questions must be answered.

Employer		Position applying for	
Personal data			
Name (last, first, middle)			
Street address and/or mailing address		City	State ZIP
Home telephone number	Business telephone number		Cellular telephone number
Date you can start work		Salary Desired	
Do you have a high-school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position information   Check all that you are willing to work.			
Hours <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Days <input type="checkbox"/> Evenings	<input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Weekends	Status <input type="checkbox"/> Regular <input type="checkbox"/> Temporary
Are you authorized to work in the U.S. on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment) <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, explain:	
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential function of the job? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Can you perform these essential functions of the job with or without reasonable accomodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Qualifications   Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs and military training.			
	School name	Degree	Address/City/State
School			
School			
Other			
Special skills   List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organisations/teams, etc.)			

<b>References</b> Please list three professional references not related to you, with full name, address, phone number and relationship. If you don't have three professional references, then list personal, unrelated references.			
Name	Relationship	Address	Phone
Name	Relationship	Address	Phone
Name	Relationship	Address	Phone

<b>Work history</b> Start with your present or most recent employment and work back. Use separate sheets if necessary (include paid and unpaid positions).		
Job title #1		Company name
Start date	End date	
Duties		
Supervisor's name	Phone number	City

Job title #2		Company name
Start date	End date	
Duties		
Supervisor's name	Phone number	City

Job title #3		Company name
Start date	End date	
Duties		
Supervisor's name	Phone number	City

May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an “at will” employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant signature	Date
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