

Employment Application

Programs, services and employment are equally available to all qualified applicants. Please inform the Human Resources Department if you require an accommodation for the application or interview.	Date of Review (Month/Day/Year) / /
Applicant Data:	Position Applied for:
How were you referred to us?	

Full name: _____
(LAST) (FIRST) (MIDDLE)

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Mobile/Pager/Other: _____ Email: _____

Date Available to Start: _____ Social Security#: - - Salary Requirement: _____

Are you over 18 years of age? Yes No (If not, employment is subject to verification that you are of minimum legal age and that you are able to supply any required work permit.)

Have you ever worked for this company? Yes No

Are you eligible for employment in the United States? Yes No

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Have you ever:

1. Been convicted of a criminal offense
2. Pled guilty;
3. Pled 'Nolo Contedere' or 'No Contest';
4. Had adjudication withheld;
5. Been found guilty of a lesser offense than originally charged as part of a plea bargain arrangement;
6. Been placed on probation;
7. Been punished in any manner by a court for a crime, other than a minor traffic violation (DUI is not a minor traffic violation)?

Yes No If Yes, please attach a written explanation of the situation.

Note: Answering "yes" to any of the above questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and its relation to the position applied for will be considered.

Summarize your special skills and qualifications:

Previous Employment (begin with most recent position):

Previous Employer: _____

Dates of Employment: From ___ / ___ / ___ To ___ / ___ / ___ Position(s) Held: _____

Phone: (_____) Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Previous Employer: _____

Dates of Employment: From ___ / ___ / ___ To ___ / ___ / ___ Position(s) Held: _____

Phone: (_____) Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Previous Employer: _____

Dates of Employment: From ___ / ___ / ___ To ___ / ___ / ___ Position(s) Held: _____

Phone: (_____) Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

We are an Equal Employment Opportunity Employer. All candidates for employment are subject to pre-employment screenings including verification of credentials, background check and drug testing.

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, education, financial, and other related matters as may be necessary for an employment decision.

I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____