



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: _____

Street Address and or Mailing Address: _____
Street Town State Zip

Telephone #: _____ Available Start Date: ____/____/____

Are you looking for part-time or full-time work? _____ PT _____ FT

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Are you legally authorized to work in the United States? _____ Yes _____ No

Will you now, or in the future require sponsorship for employment Visa Status? _____ Yes _____ No

If yes, by what date? ____/____/____

If you are under 18, can you furnish a work permit if it is required? _____ Yes _____ No

Driver's license number (if driving is an essential job duty): # _____ State _____

What is your desired salary range? \$ _____

How were you referred to us? _____

Employment History

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

1 Employer: _____ Position Held: _____

Address: _____ Telephone # _____

Supervisor/Title: _____ Dates of Employment ____/____/____ to ____/____/____

Job Duties: _____ Reason for Leaving: _____

2 Employer: _____ Position Held: _____

Address: _____ Telephone # _____

Supervisor/Title: _____ Dates of Employment ____/____/____ to ____/____/____

Job Duties: _____ Reason for Leaving: _____

3 Employer: _____ Position Held: _____

Address: _____ Telephone # _____

Supervisor/Title: _____ Dates of Employment ____/____/____ to ____/____/____

Job Duties: _____ Reason for Leaving: _____

Educational History

School: _____ Address: _____

Years completed: High school: _____ College: _____ Course of study/degrees earned: _____

Technical Training: _____ Other: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Professional References

List three references able to speak to your skills and abilities:

Name	Telephone #	Email	Years Known
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Name	Telephone #	Email	Years Known
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Name	Telephone #	Email	Years Known
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- I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. 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 understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act (ADA).
- I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.
- I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature _____ Date _____