

**EMPLOYMENT APPLICATION** If you need accommodation to complete the application process, please advise us. We appreciate the time you spend filling in this application; all portions must be completed. We use this information to help us make the best possible placement in our organization. In accordance with state and federal laws, our organization does not discriminate on the basis of age, race, religion, color, sex, sexual orientation, national origin, marital status, physical or mental disability, medical condition, or any other characteristic protected by state or federal law. **Please answer each question completely and accurately.**

**APPLICANT INFORMATION**

|  |  |                     |                  |      |
|--|--|---------------------|------------------|------|
| Last Name  |  | First               | M.I.             | Date |
| Street Address   |  |                     | Apartment/Unit # |      |
| City   |  | State               | ZIP              |      |
| Phone  |  | E-mail Address      |                  |      |
| Date Available   |  | Social Security No. | Desired Salary   |      |
| Position Applied for   |  |                     |                  |      |
| Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> |  |                     |                  |      |
| Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?   |  |                     |                  |      |
| Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain   |  |                     |                  |      |

**EDUCATION**

|             |                   |                              |                             |        |
|-------------|-------------------|------------------------------|-----------------------------|--------|
| High School |                   | Address                      |                             |        |
| From-To     | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| College     |                   | Address                      |                             |        |
| From-To     | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| Other       |                   | Address                      |                             |        |
| From-To     | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |

**PROFESSIONAL HISTORY**

|  |              |                          |                   |            |
|--|--------------|--------------------------|-------------------|------------|
| Professional Licenses and Certifications |              |                          |                   |            |
| Skills and Abilities                     | Typing / WPM | Personal Computer Skills | 10 Key Calculator | Other_____ |

**REFERENCES** Please list three people other than relatives that know of your qualifications for the position(s) for which you are applying.

|           |  |              |  |  |
|-----------|--|--------------|--|--|
| Full Name |  | Relationship |  |  |
| Company   |  | Phone        |  |  |
| Address   |  |              |  |  |
| Full Name |  | Relationship |  |  |
| Company   |  | Phone        |  |  |
| Address   |  |              |  |  |
| Full Name |  | Relationship |  |  |
| Company   |  | Phone        |  |  |
| Address   |  |              |  |  |

**PREVIOUS EMPLOYMENT** List current or most recent employment first and continue in that sequence.

|  |                    |              |                  |
|--|--------------------|--------------|------------------|
| Company  |                    | Phone (    ) |                  |
| Address  |                    | Supervisor   |                  |
| Job Title  | Starting Salary    | \$           | Ending Salary \$ |
| Responsibilities   |                    |              |                  |
| From-To  | Reason for Leaving |              |                  |
| May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |              |                  |
| Company  |                    | Phone (    ) |                  |
| Address  |                    | Supervisor   |                  |
| Job Title  | Starting Salary    | \$           | Ending Salary \$ |
| Responsibilities   |                    |              |                  |
| From-To  | Reason for Leaving |              |                  |
| May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |              |                  |
| Company  |                    | Phone (    ) |                  |
| Address  |                    | Supervisor   |                  |
| Job Title  | Starting Salary    | \$           | Ending Salary \$ |
| Responsibilities   |                    |              |                  |
| From-To  | Reason for Leaving |              |                  |
| May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |              |                  |

**Previous Employment information must be completed even if you are attaching a resume.****PERIOD OF UNEMPLOYMENT** Please identify and explain all periods of unemployment in excess of one month in the past ten years.

|         |                    |
|---------|--------------------|
| From-To | Reason for Leaving |
| From-To | Reason for Leaving |

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date