



Employment Application

***Please complete this application by typing or ink. *INCOMPLETE or UNSIGNED applications will not be considered.* We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.**

1. **Position Applied For:** _____

2. **Social Security No.:** _____

3. **Full Legal Name:** _____

Last Name	First	Middle
()	Business Phone	()

4. **Home Phone:** _____

5. **Street Address:** _____

City	State	Zip
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6. **E-mail Address:** _____

7. Education:

7a. Highest school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

7b. Do you have a high school equivalency diploma: Yes No

7c. Number of years of post high school education: 1 2 3 4

8. Name and Location of Educational Institution:	Degree Received	Major / Specialty	Dates Attended
8a. _____	_____	_____	_____
8b. _____	_____	_____	_____
8c. _____	_____	_____	_____

9. If you plan to complete an educational program in the future, then indicate the degree or program to be completed.

9a. Completion Date: _____

10. Work Experience: Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.

10a. Job Title _____
 Employer Name _____
 Employer Address _____
 _____ Phone _____

Job Duties:

Supervisor / Manager _____
 Title _____
 Final Salary _____
 Dates (Month/ Year) _____ To _____
 Hours/week _____

Reason for leaving:

10b. Job Title _____
 Employer Name _____
 Employer Address _____
 _____ Phone _____

Job Duties:

Supervisor / Manager _____
 Title _____
 Final Salary _____
 Dates (Month/ Year) _____ To _____
 Hours / Week _____

Reason for leaving:

11. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

12. **Licenses Held:** (including drivers) or certifications to practice a trade or profession.

Type	License Number	Granted By (Licensing Board)

13. **References:**

List the full name, address, phone number and relationships of up to three persons that you'd like to use as a reference:

Full Name	Address	Phone Number	Relationship

14. **Miscellaneous Information:**

14a. Which shifts are you willing to accept: Day Rotating Weekends Please specify shift hours: _____

14b. Which job status are you willing to accept: Full-time Part-time/On Call _____

14c. Are you willing to travel: No Yes

14d. Please indicate your geographic preferences: _____

15. **Compliance** with the Immigration Reform and Control Act requires Yes No. that you are you legally eligible for employment in the United States?

Please note that under the Immigration Reform and Control Act of 1986, you may be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. You may also be required to provide documentation should you be employed.

16. **Veteran Status:** Are you a veteran who received an honorable discharge and has:

1. Provided more than 180 consecutive days of full time active duty in the armed forces of the United States or reserve components, including the National Guard?, or

2. Have a military service disability rating fixed by the United States Veterans Affairs?

Yes No. If yes, did you serve during the Vietnam Conflict (2/28/61-3/7/75)? Yes No

17. **Prior Convictions:**

17a. Have you ever been convicted of any violation of law, including moving traffic violations: Yes No

If yes, then please provide the following:

Describe the Offense :

Statute / Ordinance (if known):

Date of Charge:

Date of Conviction:

County, City, and State of Conviction:

18. **Work Start Date:** When will you be available to start work? If you are available as soon as you've given two week's notice, then no dates are necessary.

____ Month ____ Day _____ Year

19. **Job Application Certification:**

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification of this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact references and educational institutions listed on this application.

Dated _____

Job Applicant Signature _____