

# Application for Employment

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date of application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_ Applicant ID # \_\_\_\_\_

Address \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ Cellular/Other # (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

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

If **no**, please explain: \_\_\_\_\_

Have you ever been employed here before? If **yes**, give dates and positions: \_\_\_\_\_  Yes  No

Is this application a request for reemployment following an extended military leave of absence from this company?.....  Yes  No  
 If **yes**, additional information may be requested.

Are you legally eligible for employment in this country? .....  Yes  No

Date available for work ..... / / What is your desired salary range?.....\$ \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

**This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.**

Yes  No  Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying: \_\_\_\_\_ State \_\_\_\_\_

**Answering "yes" to either part of the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.**

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime?.....  Yes  No

If **yes**, please provide date(s) and details: \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

Employer _____ (Telephone # _____) City _____ State _____	Dates employed: _____ / _____ / _____ to _____ / _____ / _____
Street address _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Starting job title/final job title _____	Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held) _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Why did you leave? _____	Commission/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities. _____	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
E-mail: _____	
Employer _____ (Telephone # _____) City _____ State _____	Dates employed: _____ / _____ / _____ to _____ / _____ / _____
Street address _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Starting job title/final job title _____	Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held) _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Why did you leave? _____	Commission/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities. _____	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
E-mail: _____	
Employer _____ (Telephone # _____) City _____ State _____	Dates employed: _____ / _____ / _____ to _____ / _____ / _____
Street address _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Starting job title/final job title _____	Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held) _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Why did you leave? _____	Commission/Bonus/Other Compensation \$ _____
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