

# APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

***(PLEASE PRINT)***

Position(s) Applied For	Date of Application	
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address: <i>Number</i>	<i>Street</i>	<i>City</i>
		<i>State</i>
		<i>Zip Code</i>
Telephone Number(s)		Social Security Number (Voluntary)

Best time to contact you at home is: .....:..... AM  
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes  No

Have you ever filed an application with us before? .....  Yes  No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? .....  Yes  No

If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? .....  Yes  No

Are you currently employed? .....  Yes  No

May we contact your present employer? .....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status  
*Proof of citizenship or immigration status will be required upon employment* .....  Yes  No

Date available to work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:

<input type="checkbox"/> Full-Time	(please indicate 1 2 3 shift)
<input type="checkbox"/> Part-Time	(please indicate Mornings Afternoon Evenings)
<input type="checkbox"/> Temporary	(please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? .....  Yes  No

Can you travel if a job requires it? .....  Yes  No

Have you been convicted of a felony within the last five years? .....  Yes  No

A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# EDUCATION

	Name and Address of School	Course of Study	Number of Year Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Certifications/ Licenses				
Other (Specify)				

Describe any specialized training, apprenticeship, skills (including training received from U.S. Military) and extra curricular activities.

*Your Partner for Success*

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List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
5	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

**If you need additional space, please continue on a separate sheet of paper and attach**

# ADDITIONAL INFORMATION

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

## SPECIALIZED SKILLS

## (CHECK SKILLS)

- |                                     |  |                                    |  |                                     |
|-------------------------------------|--|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Delphi     | <input type="checkbox"/> CCE           | <input type="checkbox"/> ALTA      | <input type="checkbox"/> Adobe Photoshop | <input type="checkbox"/> Publisher  |
| <input type="checkbox"/> Cost Point | <input type="checkbox"/> Adobe Acrobat | <input type="checkbox"/> Peachtree | <input type="checkbox"/> Quickbooks      | <input type="checkbox"/> MS Project |
| <input type="checkbox"/> PC         | <input type="checkbox"/> MAC           | <input type="checkbox"/> Oracle    | <input type="checkbox"/> HTML            | <input type="checkbox"/> MS Visio   |
| <input type="checkbox"/> Deltek     | <input type="checkbox"/> MS Word       | <input type="checkbox"/> MS Excel  | <input type="checkbox"/> MS PowerPoint   | <input type="checkbox"/> MS Access  |

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation?  YES  NO

## PERSONAL REFERENCES

1. \_\_\_\_\_ ( ) \_\_\_\_\_  
(Name) Phone  
\_\_\_\_\_  
(Address)
2. \_\_\_\_\_ ( ) \_\_\_\_\_  
(Name) Phone  
\_\_\_\_\_  
(Address)
3. \_\_\_\_\_ ( ) \_\_\_\_\_  
(Name) Phone  
\_\_\_\_\_  
(Address)

# APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open:  Yes  No

Arrange Interview:  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER

\_\_\_\_\_  
DATE

Position(s) Considered For: \_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

NAME AND TITLE

DATE