

Application for Employment

PLEASE PRINT

CURRENT AS OF 9/97

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 _____ Social Security # _____

Address _____
LAST FIRST MIDDLE

Telephone # (____) _____ Mobile/Beeper/Other Phone # (____) _____ E-mail Address _____
STREET CITY STATE ZIP CODE

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

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 meet the attendance requirements of the position? Yes No

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

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE QUESTIONS 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.

Driver's license number if driving is an essential job function _____ State _____

Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM _____ TO _____ EMPLOYER _____ TELEPHONE # _____

STARTING JOB TITLE / FINAL JOB TITLE _____ ADDRESS _____

IMMEDIATE SUPERVISOR AND TITLE _____ SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____

MAY WE CONTACT FOR REFERENCE? _____

YES _____ NO _____ LATER _____

REASON FOR LEAVING _____

HOURLY RATE/SALARY _____

START \$ _____ PER _____ FINAL \$ _____ PER _____

FROM _____ TO _____ EMPLOYER _____ TELEPHONE # _____

STARTING JOB TITLE / FINAL JOB TITLE _____ ADDRESS _____

IMMEDIATE SUPERVISOR AND TITLE _____ SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____

MAY WE CONTACT FOR REFERENCE? _____

YES _____ NO _____ LATER _____

REASON FOR LEAVING _____

HOURLY RATE/SALARY _____

START \$ _____ PER _____ FINAL \$ _____ PER _____

FROM _____ TO _____ EMPLOYER _____ TELEPHONE # _____

STARTING JOB TITLE / FINAL JOB TITLE _____ ADDRESS _____

IMMEDIATE SUPERVISOR AND TITLE _____ SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____

MAY WE CONTACT FOR REFERENCE? _____

YES _____ NO _____ LATER _____

REASON FOR LEAVING _____

HOURLY RATE/SALARY _____

START \$ _____ PER _____ FINAL \$ _____ PER _____

FROM _____ TO _____ EMPLOYER _____ TELEPHONE # _____

STARTING JOB TITLE / FINAL JOB TITLE _____ ADDRESS _____

IMMEDIATE SUPERVISOR AND TITLE _____ SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____

MAY WE CONTACT FOR REFERENCE? _____

YES _____ NO _____ LATER _____

REASON FOR LEAVING _____

HOURLY RATE/SALARY _____

START \$ _____ PER _____ FINAL \$ _____ PER _____

AN EQUAL OPPORTUNITY EMPLOYER