

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.

Name _____ Applicant ID # _____
Last First Middle

Address _____
Street City State ZIP Code

Telephone # () _____ Cellular/Other Phone # () _____ E-mail Address _____

Position(s) applied for _____ Date of application ____/____/____

Referral Source (Please check the appropriate category and list the source.)

- Walk-in _____
- Employee _____
- Advertisement _____
- Company's Website _____
- Other Internet _____
- School _____
- Job Fair _____
- Staffing Agency _____
- Government Employment Agency _____
- Other _____

If necessary, best time to call you is _____ : _____ AM/PM

- Home
- Cellular/Other

May we contact you at work? _____ Yes No

If yes, work number and best time to call: _____ : _____ AM/PM

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

If no, please explain: _____

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s): _____

Have you ever been employed here before? Yes No

If yes, give dates: From ____/____/____ To ____/____/____

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 or hourly rate of pay?
\$ _____ Per _____

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

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? ... N/A Yes No

Will you work overtime if required? Yes No
If no, please explain: _____

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 _____

Have you ever been bonded? Yes No

NOTE: Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (In answering these questions, do not include minor traffic infractions and convictions that have been judicially dismissed or ordered sealed, expunged or statutorily mitigated, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs, and nonpunitive-related offenses that occurred over two years ago.)

Have you ever pleaded "guilty" or "no contest" to or been convicted of a misdemeanor or felony? Yes No

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

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No

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

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? Yes No

If yes, please explain: _____