

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name (Last) (First) (Middle) Date

List other names, if any you have used.

Mailing Address (No. Street/P.O. Box) (City) (State) (Zip)

Telephone(s) Home () Cell () Work ()

Position(s) Applied for (Note: Applications for "any" job will not be considered--specific job(s) must be listed)

1st choice: 2nd choice: 3rd choice:

How did you hear about this position? Advertisement Walk-In Website Referral (by whom?)

Other (explain)

If offered employment when will you be available to begin?

What type of employment will you accept? Full-Time Per diem

Will you be available for shift work? Yes No

Will you be available to work weekends and/or holidays if necessary? Yes No

Will you be available to work overtime and/or extra shifts if necessary? Yes No

Have you been given a job description or had the requirement of the job explained to you? Yes No

Do you understand the job requirements? Yes No

Can you perform the requirements of this job with or without reasonable accommodation? Yes No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? Yes No

After an offer of employment, can you submit verification of your legal right to work in the United States? Yes No

LICENSES (Optional, unless required for the position for which you are now applying.)

List current professional licenses, certifications, or registrations required for the position for which you are applying.

Indicate types, state license numbers and expiration dates.

For positions requiring driving: Do you possess a valid driver's license? Yes No

If so, license expires Class Restrictions (if any)

For positions that require typing: I certify that I can type at a speed of WPM.

List computer programs with which you are familiar:

In addition to English, list any other language abilities you possess.

Verbal fluency in Written fluency in

List any special skills you possess and/or equipment or office machines you can operate.

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate or equivalent? Yes No

School Name	Location	Hours Earned	Major Field of Study	Diploma, Degree, or Certificate
Business/Technical/Vocational 1.				
2.				
College/University (Undergraduate) 1.				
2.				
Graduate School				

EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.)..... Yes No

Present Employer _____ Present Position _____

Mailing Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____

City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)

State _____ Zip Code _____ Salary _____

Supervisor's Name/Title _____ Telephone () _____

Describe Related Duties:

Reason for Leaving _____

Employer _____ Position _____

Mailing Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____

City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)

State _____ Zip Code _____ Salary _____

Supervisor's Name/Title _____ Telephone () _____

Describe Related Duties:

Reason for Leaving _____

