

# Application for Employment



Federal law prohibits discrimination on the basis of race, color, religion, sex or national origin, as well as discrimination on the basis of age against persons between the age of 40 and 63 inclusive. Federal regulations also prohibit government contractors from discrimination on the basis of disability. Some state and city legislation prohibits discrimination because of age, handicap, marital status, sexual preference, race color, religion, sex or national origin. Consult competent counsel for further interpretation.

Date \_\_\_\_\_

PLEASE PRINT CLEARLY

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## PERSONAL

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street and number \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_ - \_\_\_\_\_

Email address \_\_\_\_\_

How did you find out about this job?

Newspaper \_\_\_\_\_  Referral \_\_\_\_\_  Other \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work?  Yes  No

Expected starting wage: \$ \_\_\_\_\_ / hr Are you at least 16 years old?  Yes  No

Do you have the legal right to work in the U.S.?  Yes  No

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## Employment Data

Are you seeking  Temporary  Full time  Part time

Date available to start \_\_\_\_\_ Hours per week desired \_\_\_\_\_

Please indicate the hours you are available to work for each day:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

Experience, special skills, or training \_\_\_\_\_

Are you currently employed?  Yes  No

Have you ever been discharged or asked to resign from any position?  Yes  No

If yes, please describe \_\_\_\_\_

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## Education

 Please circle the highest level attained

Elementary 1 2 3 4 5 6 7 8 High School 9 10 11 12 College 1 2 3 4 5 6

If currently in high school, are you enrolled in a recognized co-op program?  Yes  No

Name and city of current school (if currently enrolled): \_\_\_\_\_

## Military Service

Are you a veteran?  Yes  No If yes, give dates of service: From \_\_\_\_\_ to \_\_\_\_\_

Special skills or training: \_\_\_\_\_

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## Work History

Please list your last 3 employers. Begin with the most recent employer.

1. Company \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Supervisor's name and title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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2. Company \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Supervisor's name and title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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3. Company \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Supervisor's name and title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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May we contact the employers listed above?  Yes  No

If not, tell us which one(s) you do not wish us to contact and why: \_\_\_\_\_

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Why are you seeking a new position at this time? \_\_\_\_\_

What is the job you have enjoyed most and why? \_\_\_\_\_

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Have you ever been convicted of a felony or first-degree misdemeanor?  Yes  No

Have you ever pled guilty or no contest to a crime that is a felony or first-degree misdemeanor?

Yes  No

NOTE: Felony convictions or the existence of a criminal record does not constitute an automatic bar to employment:

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**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_