



Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, 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"/> Walk-in	<input type="checkbox"/> Other _____
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Referral (List Name) _____	
Last Name	First Name	Middle Name
Address	Number	Street
City		State
Zip Code		
Telephone Number(s)		Social Security Number

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

Have you ever filled 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 _____

Are you currently employed? Yes No

May we contact your current 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

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary Weekends

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 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Specialized Job Related Skills Check Skills/Equipment Operated

_____ Multi-line phone	_____ Fax	Production/Mobile Machinery	Other (list):
_____ PC	_____ Excel	_____ Machine Operator	_____
_____ Calculator	_____ Copier	_____ Packaging	_____
_____ Typewriter	_____ MS Word	_____ Assembly	_____
		_____ Forklift	_____



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Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				<input type="checkbox"/> Yes <input type="checkbox"/> No
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Undergraduate College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate Professional				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Specify				<input type="checkbox"/> Yes <input type="checkbox"/> No

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				



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Describe any special job related skills training, or apprenticeships, acquired through employment or other experience

List any job-related 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.

Describe any job-related training received in the United States military

State any additional job related information you feel may be helpful to us in considering your application

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

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. YES NO

Personal References

1. _____ (Name) _____ () Phone #
 _____ (Address)

2. _____ (Name) _____ () Phone #
 _____ (Address)

3. _____ (Name) _____ () Phone #
 _____ (Address)



Application For Employment

I certify that answers given herein are true and complete to the best of my knowledge.

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 90 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 INTERVIEWER USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Initial Assignment _____

By _____
NAME DATE

NOTES _____

Released: 04/07/03	Rev. No. 02	Form No. OF-024	Reason For Revision If this is not red not controlled Updated per regulatory requirements	Approved By J. Toler
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