

# Application For Employment

## Please Print

Date of Application \_\_\_\_\_ Position Applying For \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(City) (State) (ZIP)

Telephone ( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you at least 16 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No (If less than 16, can you furnish a work permit? \_\_\_\_\_ Yes \_\_\_\_\_ No)

Have you ever been employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give date \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired.

On what date would you be available for work? \_\_\_\_\_ Expected salary: \_\_\_\_\_

Are you available to work: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

What days? S M T W T F S What hours? \_\_\_\_\_ 6-2 \_\_\_\_\_ 2-10 \_\_\_\_\_ 10-6 \_\_\_\_\_ Other

Are you on lay-off and subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Give name, address and telephone number of three references who are not related to you and are not previous employers.

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Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime in this state or any other state? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, explain: \_\_\_\_\_

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*Please continue to backside.*

**EDUCATION**

School Name	Elementary	High School	College/University	Graduate/Professional
Years Completed (circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				

Educational Honors; Extracurricular Activities; Professional Societies or other information (if unrelated to ethnic or religious groups or organizations): \_\_\_\_\_

Special skills and qualifications, including those acquired from employment or other experience: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Start with your present or most recent job and list your work experience for the last ten (10) years. Account for all periods of unemployment.

Employer	Telephone	<b>Dates Employed</b>		Work Performed
( )		From	To	
Address				
Job Title		<b>Hourly Rate/Salary</b>		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone	<b>Dates Employed</b>		Work Performed
( )		From	To	
Address				
Job Title		<b>Hourly Rate/Salary</b>		
		Starting	Final	
Supervisor				
Reason for Leaving				

*Please continue on next page.*

**EMPLOYMENT EXPERIENCE (continued)**

Employer	Telephone	<b>Dates Employed</b>		Work Performed
( )		From	To	
Address				
Job Title	<b>Hourly Rate/Salary</b>			
	Starting	Final		
Supervisor				
Reason for Leaving				

  

Employer	Telephone	<b>Dates Employed</b>		Work Performed
( )		From	To	
Address				
Job Title	<b>Hourly Rate/Salary</b>			
	Starting	Final		
Supervisor				
Reason for Leaving				

Employer	Telephone	<b>Dates Employed</b>		Work Performed
( )		From	To	
Address				
Job Title	<b>Hourly Rate/Salary</b>			
	Starting	Final		
Supervisor				
Reason for Leaving				

  

Employer	Telephone	<b>Dates Employed</b>		Work Performed
( )		From	To	
Address				
Job Title	<b>Hourly Rate/Salary</b>			
	Starting	Final		
Supervisor				
Reason for Leaving				

Have you ever been fired from a job? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please list job and circumstances disclosed to you by your employer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please continue to backside*

## **APPLICANT'S STATEMENT**

### **PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that the answers given in this Application for Employment are true and complete to the best of my knowledge. The facility may investigate all statements made in this Application, including any criminal or abuse record. I understand that any false or misleading information provided can result in a decision not to hire; immediate discharge if hired, and civil or criminal penalties in appropriate cases.

In signing this Application, I understand that I will be required to fulfill all aspects of any job if I am hired to perform the job. I understand that the failure to fulfill any aspect of the job may be grounds for termination. I also understand that I may be required to pass an agility test. I also understand that I may be required to take a physical examination conducted by a physician of the employer's choosing after I am given a qualified offer of employment.

I understand that this Application is not a contract of employment; that if hired, regardless of any oral representations to the contrary, the employment relationship between myself and the facility is terminable at will; that I have the right to terminate my employment at any time for any reason, and the facility retains the same right. Any changes to this employment relationship must be in writing. I understand that if I am hired I am required to abide by all rules and regulations of the facility.

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Signature of Applicant

### **AN EQUAL OPPORTUNITY EMPLOYER**

Applicants are considered for, and employees are treated during employment without regard to age, race, color, sex, national origin, religion, disability or status as a disabled Vietnam-era veteran.