



# APPLICATION FOR EMPLOYMENT

Position(s) Applied for \_\_\_\_\_ D.O.B.: \_\_\_\_\_  Full Time  
 Name: \_\_\_\_\_ Social Sec. No \_\_\_\_\_  Part Time  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  Shift Work  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Drivers Lic. #: \_\_\_\_\_  
 Email : \_\_\_\_\_

Have you filed an application here before? Yes  No  Have you been employed here before? Yes  No   
 Are you on lay off and subject to recall? Yes  No  Can you travel if job requires it? Yes  No

Date Available for work: \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_  
 If you are under 18, and it is required, can you furnish a work permit? Yes  No

If no, please explain: \_\_\_\_\_

Are you legally eligible for employment in this country? Yes  No

Are you able meet the attendance requirements of the position? Yes  No

Will you work Overtime? Yes  No

How were you referred? \_\_\_\_\_

List Names of your friends or relatives, other than your spouse, who work here \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?  
 (conviction information will not necessarily exclude you from a position unless it's job related.) Yes  No

Explain: \_\_\_\_\_

## EDUCATION

HIGH SCHOOL	Address	Years Completed (Circle)	Diploma
		1      3	Yes <input type="checkbox"/>
		2      4	No <input type="checkbox"/>
COLLEGE	Address	Years Completed	Diploma
		1      3	Yes <input type="checkbox"/>
		2      4	No <input type="checkbox"/>
GRADUATE	Address	Years Completed	Diploma
		1      3	Yes <input type="checkbox"/>
		2      4	No <input type="checkbox"/>

### TECHNICAL OR SPECIAL TRAINING

Describe: \_\_\_\_\_

**Do you have experience in the following areas:** Intergy

Internet <input type="checkbox"/>	MS Word <input type="checkbox"/>	MS Excel <input type="checkbox"/>
IBM/PC <input type="checkbox"/>	Other Word Processing System <input type="checkbox"/>	Other Spreadsheet System <input type="checkbox"/>
MS Office/Windows <input type="checkbox"/>	MS Power Point <input type="checkbox"/>	Other Presentation Application <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other computer software, specialized equipment, and/or business machines you have operated** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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## EMPLOYMENT EXPERIENCE

List each job held. Start with your present or most recent job

<b>Employer 1</b>		Employed	Supervisor's Name: _____
Address		From: Mo/Yr	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone		To: Mo/Yr	
Your Salary		Duties: _____	
<u>Start</u>	<u>End</u>	_____	
Reason for Leaving: _____			

<b>Employer 2</b>		Employed	Supervisor's Name: _____
Address		From: Mo/Yr	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone		To: Mo/Yr	
Your Salary		Duties: _____	
<u>Start</u>	<u>End</u>	_____	
Reason for Leaving: _____			

<b>Employer 3</b>		Employed	Supervisor's Name: _____
Address		From: Mo/Yr	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone		To: Mo/Yr	
Your Salary		Duties: _____	
<u>Start</u>	<u>End</u>	_____	
Reason for Leaving: _____			

<b>Employer 4</b>		Employed	Supervisor's Name: _____
Address		From: Mo/Yr	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone		To: Mo/Yr	
Your Salary		Duties: _____	
<u>Start</u>	<u>End</u>	_____	
Reason for Leaving: _____			



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If unemployed at any time, please describe reasons for unemployment: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance?      Yes      No

If yes, please give details \_\_\_\_\_  
\_\_\_\_\_

Membership in Organization/Professional groups which, in your opinion, have a direct bearing on the position you are seeking \_\_\_\_\_

Give any additional information which you feel may be helpful to us in considering your application \_\_\_\_\_

**PLEASE READ AND SIGN STATEMENTS BELOW**

I understand and agree that all policies, procedures, and the employee handbook may be modified, amended, or deleted by the company with or without notice to me of such amendment, modification or deletion, that the policies and procedures are not intended to be a contract of employment nor do they give me any right of continued employment; and that my employment may be terminated at my option or at the option of this company with or without notice by either party. I also understand that there are no other arrangements, agreements, or understanding regarding the terms of employment. There may be no amendements or exceptions to this statement unless they are in writing \_\_\_\_\_ (initials).

I certify that all information given on this employment application, any resume that I submit to the company, and any related employment papers and answers given during oral interviews are true and correct. I understand that this company may make a thorough investigation of my work and personal history. I authorize the giving and receiving of any such information requested by this company during the course of such an investigation. I understand that if any information I have submitted is discovered to be false, I may be disqualified for employment and, if already employed, I may be subject to immediate dismissal. I hereby release from liability all persons who provide information to my employer during the course of any such investigation. \_\_\_\_\_ (initials).

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy off all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employes, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation or organizations for furnishing such information about me. \_\_\_\_\_ (initials).

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application \_\_\_\_\_ (initials).

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard . \_\_\_\_\_ (initials).

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing statement.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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## FOR ADMINISTRATIVE USE ONLY

Note: Interview Comment MUST be noted by the recruiter, interviewing supervisor

INTERVIEWER	COMMENTS AND EVALUATIONS/REASON FOR HIRE-NONHIRE
Name	
Date	
Name	
Date	

EMPLOYMENT OFFER			
Position		Grade	
O.T. Status		Monthly Salary	
Yearly		Hourly (Part-time Only)	
Start Date		District	
Region		Dept.	
Service		Division	
Program		Location	
Remarks			

RESPONSE TO OFFER	
Accepted	
Rejected	Reason for decline _____

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HR Signature: \_\_\_\_\_

Date: \_\_\_\_\_

C.O.O. Signature : \_\_\_\_\_

Date: \_\_\_\_\_