

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, or any other legally protected status.

(Please Print)

Position(s) Applied For: _____	Date of Application: _____
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How did you learn about us?

Advertisement Friend Inquiry
 Employment Agency Relative Other _____

Last Name _____	First Name _____	Middle Name _____	
Address _____	City _____	State _____	Zip Code _____
Telephone Number(s) _____	Social Security Number _____ - _____ - _____		

Best time to contact you at home is? _____

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

Have you ever filed 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. _____

Do any of your friends or relatives, other than spouse, work here? Yes No
If Yes, give name and relationship. _____

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? Yes No
Proof of citizenship or immigration status will be required upon employment.

Date available for work ____ / ____ / _____ What is your desired salary range _____?

Are you available for work Full Time (Please Indicate 1 2 3 shift)
 Part Time (Please Indicate Mornings Afternoons Evenings)
 Temporary (Please Indicate dates available ____ / ____ - ____ / ____)

Are you currently on "Lay-Off" Status and subject to recall Yes No

Can you Travel if a job requires it. Yes No

We are an Equal Opportunity Employer

Name: _____

Position: _____

Date: ____ / ____ / ____

Describe any Specilized Training, Apprenticeship, Skills and extra-curricular activities.

Four empty horizontal lines for describing specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any job-related training received in the United States Military.

Four empty horizontal lines for describing job-related training received in the United States Military.

List professional, trade, business or civic activities and offices held.

You may exclude memberships which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Three empty horizontal lines for listing professional, trade, business, or civic activities and offices held.

Additional Information:

Other Qualifications: Summarize special job related skills and qualifications acquired from employment or other experiences

Three empty horizontal lines for summarizing special job related skills and qualifications.

Specialized Skills: (skills/equipment operated)

		Production/Mobile Machinery	Other (List)
<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	_____	_____
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

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

Three empty horizontal lines for providing additional information.

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

Are you capable of performing in a reasonable manner with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. Yes No

Name: _____

Position: _____

Date: ____ / ____ / ____