



## Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date available to start work: \_\_\_\_\_

Do you have any objection to working overtime if necessary? Yes No

Can you travel if required by this position? Yes No

Have you previously been employed by our organization? Yes No

If you are under 18, can you furnish a work permit if it is required? Yes No N/A

Have you been convicted of a crime in the last 7 years? Yes No

If yes, please explain (a conviction will not automatically bar employment): \_\_\_\_\_

Do you have concrete experience? Yes No If so, how long? \_\_\_\_\_

Have you ever been denied a license, permit, or privilege to operate a motor vehicle?  
Yes No If yes, please explain: \_\_\_\_\_

Has any license, permit, or privilege ever been suspended or revoked? Yes No If yes, please explain:

Driver's license info (state, number, type, and expiration):

Accident record for the past 3 years (date, nature of accident, fatalities or injuries):

How were you referred to us?

## **Employment History**

### **Employer:**

Position Held:

Address:

Telephone #:

Immediate supervisor and title:

Dates employed:

Salary or hourly wage:

Job summary:

Reason for leaving:

### **Employer:**

Position held:

Address:

Telephone #:

Immediate supervisor and title:

Dates employed:

Salary or hourly wage:

Job summary:

Reason for leaving:

### **Employer:**

Position Held:

Address:

Telephone #:

Immediate supervisor and title:

Dates employed:

Salary or hourly wage:

Job summary:

Reason for leaving:

## **Other Skills and Qualifications**

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

### **Educational History**

List school name and location, years completed, course of study, and any degrees earned:

High School:

College:

Technical Training:

Other:

### **Additional Questions**

What do you enjoy doing?

List your top 3 values:

1)

2)

3)

Explain your concept of teamwork:

What are your success and failures regarding teamwork?

What is your idea of a good leader?

If you could do anything, what would it be?

### **References:**

List 3 reference names, telephone #s, and years known (do not include relatives or employers):

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, as long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for reasonable accommodation as required by the ADA. I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature: Date: