

# Application for Employment

## An Equal Opportunity Employer

*We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status or disability.*

*It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.*

### Personal

Social Security No. \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_ Telephone no. \_\_\_\_\_  
No. Street City State Zip

Email Address \_\_\_\_\_

Position applied for \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per week

Would you work \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time Specify days and hours if part-time \_\_\_\_\_

Were you previously employed by this organization? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any friends or relatives working here, other than spouse \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_ 20 \_\_\_\_\_

Are there any other work experiences, skills, or qualifications that you feel would especially fit you for work here? Please add any additional comments you think are important for us to consider. \_\_\_\_\_

### If you are applying for a job with minimum age requirements, you may be required to submit proof of age.

For jobs with minimum age requirements:

Are you 18 years of age or older?.....  yes  no

**For driving jobs only:** Do you have a valid driver's license? .....  yes  no

Driver's license number \_\_\_\_\_ Class of license \_\_\_\_\_

Have you had your driver's license revoked or suspended in the last 3 years? .....  yes  no

**If hired, can you furnish proof you are eligible to work in the United States?** .....  yes  no

**Have you been convicted of a felony, or within the past two years, of any misdemeanor, or are you presently formally charged with committing a criminal offense? (Do not include any traffic violations, juvenile offense, or military convictions, except by a general court-martial).**  yes  no

A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date, and the job for which you are applying will be considered.

If yes, please explain \_\_\_\_\_

**In the past 3 years, have you ever knowingly used any narcotics, amphetamines, or barbituates, other than those prescribed to you by a physician?**  yes  no

If yes, please explain \_\_\_\_\_

**Have you previously applied here?** .....  yes  no

If yes, when? \_\_\_\_\_

**Have you worked for any firm under a different name?** .....  yes  no

If yes, give name \_\_\_\_\_

