

APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, military or veteran status, genetic information, marital status, ethnicity, citizenship or immigration status or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Please print legibly.

COMPANY NAME YOU ARE APPLYING FOR:		DATE OF APPLICATION:	
POSITION(S) APPLIED FOR:		DESIRED SALARY/HOURLY RATE:	
		\$	
PRINT NAME (LAST, FIRST, & MIDDLE):			
STREET ADDRESS:		CITY:	STATE:
MAIN PHONE NUMBER:	ALTERNATE PHONE NUMBER:	EMAIL:	

Employment Experience

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Supervisor: _____ Telephone: _____			
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Supervisor: _____ Telephone: _____			
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Supervisor: _____ Telephone: _____			

List any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment:

Explain any gaps in your employment history:

Have you ever been involuntarily terminated or asked to resign from any job?..... Yes No

If yes, please explain:

Educational Background

Describe your educational background in the table below.

EDUCATION	SCHOOL NAME & LOCATION (ADDRESS, CITY, STATE)	COURSE OF STUDY OR MAJOR?	GRADUATE? Y OR N	# OF YEARS COMPLETED	SPECIALIZED TRAINING OR SKILLS
High School					
College					
Graduate/ Professional					
Trade or Correspondence					

References

BUSINESS AND PROFESSIONAL REFERENCES

List three professional references of individuals who are **not** related to you:

NAME AND TITLE:	RELATIONSHIP:	PHONE NUMBER OR EMAIL:

PERSONAL REFERENCES

List three people who know you well:

NAME AND TITLE:	RELATIONSHIP AND YEARS ACQUAINTED:	PHONE NUMBER OR EMAIL:

General Information

GENERAL INFORMATION:

1. Have you previously applied for employment with this company?..... Yes No
2. Have you ever worked for this company before?..... Yes No
If yes, give dates and position: _____
3. On what date are you available to begin work? _____
4. Are you available to work? *(check all that apply)* Full-time Part-Time Year-Round Seasonal On-Call
5. Days and hours you are available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

6. If hired, would you have a reliable means of transportation to and from work?..... Yes No
7. Can you travel if the position requires it?..... Yes No
8. Are you at least 18 years old?..... Yes No
9. If hired, can you present evidence of your identity and legal right to work in this country?..... Yes No
10. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes No

(Note: If under 18, hire is subject to verification that you are of minimum legal age.)

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.)

Applicant Certification

APPLICANT STATEMENT AND AGREEMENT

Read and initial each paragraph below. If there is anything that you do not understand, please ask:

_____ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ If I am employed by the Company, I understand that I am required to comply with all rules and regulations of the Company.

_____ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is required to continue the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I understand that safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my 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.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE INDICATES THAT I HAVE READ, UNDERSTAND, AND AGREED TO ALL OF THE ABOVE TERMS:

APPLICANT SIGNATURE: _____

APPLICANT NAME (PRINT): _____ **DATE:** _____

(If Applicant is a minor, the foregoing release and consent must also be signed by the applicant's parent or legal guardian):

PARENT/LEGAL GUARDIAN SIGNATURE: _____ **DATE:** _____