



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origins, age, disability, martial or veteran status, or any other legally protected status.

We Are An Equal Opportunity Employer.

Application for Employment

(Please Print)

Position(s) applied for:	Date of application:
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How did you hear about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend (Name _____)	<input type="checkbox"/> Walk-in
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative (Name _____)	<input type="checkbox"/> Other

First Name	Middle Name	Last Name
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Address	Number	Street	City	State	Zip Code
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Phone Number	Alternate Number	Social Security Number
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If under 18 years of age, can you produce required proof of your eligibility to work? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Proof of citizenship or immigration status required upon employment. Yes No

Have you ever filed an application with us before? If yes, give date:_____ Yes No

Have you ever been employed with us before? If yes, give date:_____ Yes No

Have any of your friends or relatives worked here? If yes, please list:_____ Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

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

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain:_____

On what date will you be available for work?_____

Are you available to work: Full Time Part Time Temporary

Education

School	Name & Address of School	Course of Study	Years Completed	Graduate?
High School				
Trade School				
College/Undergrad.				
Graduate/Prof.				
Other				

Work Experience

Start with your present or last job. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Address:	Phone:
Job Title:	Supervisor:	Many we Contact?
Dates Employed: From:	To:	Hourly Rate/Salary: Starting: Final:
Work Performed:		
Reason for Leaving:		

Employer:	Address:	Phone:
Job Title:	Supervisor:	Many we Contact?
Dates Employed: From:	To:	Hourly Rate/Salary: Starting: Final:
Work Performed:		
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Dates Employed: From:	To:	Hourly Rate/Salary: Starting: Final:
Work Performed:		
Reason for Leaving:		

Additional Information

Summarize special job-related skills & qualifications acquired from employment or other experience:

Describe any special training received in the United States Military:

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

(you may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):

List any additional information you feel may be helpful to us in considering your application:

Specialized Skills

_____ Computer Experience

_____ W.P.M.

_____ Answering Service Experience

_____ Word Processing

_____ Telemarketing Experience

_____ Data Entry

_____ Receptionist/Secretarial Experience

Personal/Professional References

Do not include family members or past supervisors.

Name	Phone Number	Years Known	Occupation

Applicant's Statement

I certify that all answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that the "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date _____

For Office Use Only

Employment Check

Employer	Contact Person	Date	Comments

Reference Check

Name	Date	Comments