



## Application for Employment

Today's Date \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Street Address \_\_\_\_\_

PO BOX \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

- Are you over 16 years of age  Yes  No
- Have you filled an application with use before?  Yes  No
- Do you have friends or relatives who work here? Please specify

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-Are you currently Employed  Yes  No

-Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment?)  Yes  No

-What position are you applying for? \_\_\_\_\_

-What is the date you are available to work? \_\_\_\_\_

-What is your desired salary? \_\_\_\_\_

-Are you available to work full-time, part-time or seasonal?

Please specify \_\_\_\_\_

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

-Are you willing to travel if required?  Yes  No

-Please bring in resume. (this is not necessary for part-time positions)

-May we contact your present employer? Please list references with phone numbers. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-Please summarize special job-related skills and qualifications acquired from employment or other experiences. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**AGREEMENT:**

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

Signature \_\_\_\_\_ Print Signature \_\_\_\_\_ Date \_\_\_\_\_