

# Standard Application for Employment

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classifications.*

Please carefully read and answer all questions. You will not be considered for employment if you fail to thoroughly answer all the questions on this application. You may attach a résumé, but all questions **must** be answered.

## Personal Data

Name (first, last, middle)

Street Address and/or Mailing Address

City

State

Zip

Home Telephone Number

Business Telephone Number

Cellular Telephone Number

Date You Can Start Work

Salary Desired

Do you have a high school diploma or GED?

Yes  No

## Position Information Check all that you're willing to work

Hours: Full Time   
Part Time

Days   
Evenings

Swing   
Graveyard   
Weekends

Status: Regular   
Temporary

Are you authorized to work in the U.S. on an unrestricted basis?

Yes  No

Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an application for employment.)

Yes  No

If yes, explain:

Have you been told the essential functions of the job or have you viewed a copy of the job description listing the essential functions of the job?

Yes  No

Can you perform these essential functions of the job with or without reasonable accommodation? Yes  No

**Qualifications** Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

**Special Skills** List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

**References** Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list three personal, unrelated references.

Name	Address/City/State	Phone	Relationship

**Work History** Start with your present or most recent employment and work backwards. Use separate sheet if necessary. *(Include paid and unpaid positions)*

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)	Company Name
Supervisor's Name	Phone number	City	Zip

Duties:

Reason for leaving:

**May we contact your present employer?** Yes  No  N/A

**Work History** Start with your present or most recent employment and work backwards. Use separate sheet if necessary. *(Include paid and unpaid positions)*

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)	Company Name
Supervisor's Name	Phone number	City	Zip
Duties:			
Reason for leaving:		Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)	Company Name
Supervisor's Name	Phone number	City	Zip
Duties:			
Reason for leaving:		Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)	Company Name
Supervisor's Name	Phone number	City	Zip
Duties:			
Reason for leaving:		Starting Salary	Ending Salary



I confirm that the information provided in this Employment Application is accurate and complete to the best of my knowledge. I understand that if I am hired and the information is found to be false or incomplete, it may result in the termination of my employment. I authorize the employer to verify the information provided in this application and release them from any liability. The employer may also contact the references listed in this application.

I acknowledge and understand that the company reserves the right to terminate the employment relationship with any employee at any time, with or without cause, and with or without notice, and that any employee may also resign at any time.

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Applicant Signature

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Date