

On what date would you be available for work? _____

Type of Position you are seeking: _____ Full-Time _____ Part-Time _____ Temporary

What hours can you work? _____

Will you work additional hours if asked? _____ Yes _____ No

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

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?
_____ Yes _____ No

If yes, describe in full: _____
(Conviction will not necessarily disqualify an applicant for employment)

EDUCATION

School Name and Location:

High School _____

Years Completed (9-12) _____ Diploma/Degree _____

Describe Course of Study _____

Undergraduate College/University _____

Years Completed (1-4) _____ Diploma/Degree _____

Describe Course of Study _____

Graduate/Professional _____

Years Completed (1-4) _____ Diploma/Degree _____

Describe Course of Study _____

Describe any specialized training, apprenticeship, skills or extra-curricular activities:

Describe any honors you have received: _____

State any additional information you would like us to consider in your application:

Indicate any languages other than English you can speak, read and/or write:

	Fluent	Good	Fair
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

List any professional, trade, business or civics activities and offices held. (Exclude any memberships that would reveal sex, race, national origin, religion, age, ancestry, disability or other protected status): _____

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers. Please state their occupation and indicate the number of years you have been acquainted with that person.

1. _____
2. _____
3. _____

EMPLOYMENT

Please give accurate, complete full- and part-time employment record. Start with your present or most recent employer.

1. _____

Company Name	Address
Telephone	Name of Supervisor
Date(s) Employed	(Start) _____ (Last) _____ (Weekly or Hourly Rate)

State Job Title and Describe Your Work _____

Reason for Leaving _____

2. _____

Company Name	Address
Telephone	Name of Supervisor

_____ (Start) _____ (Last) _____
Date(s) Employed (Weekly or Hourly Rate)

State Job Title and Describe Your Work _____

Reason for Leaving _____

3. _____
Company Name Address

Telephone Name of Supervisor

_____ (Start) _____ (Last) _____
Date(s) Employed (Weekly or Hourly Rate)

State Job Title and Describe Your Work _____

Reason for Leaving _____

4. _____
Company Name Address

Telephone Name of Supervisor

_____ (Start) _____ (Last) _____
Date(s) Employed (Weekly or Hourly Rate)

State Job Title and Describe Your Work _____

Reason for Leaving _____

DO NOT CONTACT

We may contact the employers listed above unless you indicate those you do not want us to contact.

Employer(s) _____

Reason(s) _____

MILITARY

Did you serve in the U.S. Armed Forces? _____ Yes _____ No

If "Yes," in what branch? _____

Describe any training received relevant to the position you are seeking. _____

APPLICANT'S STATEMENT

I certify that the information and answers given on this application and on any supporting documentation are true and complete to the best of my knowledge.

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 this **"at will"** employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge 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 my discharge. I understand also that I am required to abide by all rules and regulations and policies of the employer.

Signature of Applicant

Date

