

# Application For Employment

|  |            |                            |          |
|--|------------|----------------------------|----------|
| We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. |            |                            |          |
| Position(s) Applied For  |            | Date of Application        |          |
| How Did You Learn About Us?  |            |                            |          |
| Advertisement  | Friend     | Walk-In                    |          |
| Employment Agency  | Relative   | Other                      |          |
| Last Name  | First Name | Middle Name                |          |
| Address Number Street  | City       | State                      | Zip Code |
| Telephone Number(s)  |            | Social Secuiity Number<br> |          |

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with us before? Yes No

If Yes, give date \_\_\_\_\_

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

*Proof of citizenship or immigration staLus will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you available to work: Full Time Part Time Shift Work Temporary

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

Do you have a dependable means of transportation to and from work? Yes No

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

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

| Education             |                            |                 |                 |                |
|-----------------------|----------------------------|-----------------|-----------------|----------------|
|                       | Name and Address of School | Course of Study | Years Completed | Diploma/Degree |
| High School           |                            |                 |                 |                |
| Undergraduate College |                            |                 |                 |                |
| Graduate Professional |                            |                 |                 |                |
| Other (Specify)       |                            |                 |                 |                |

**Additional Information**

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills & qualifications from employment or other experience.

---

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

\_\_\_ YES \_\_\_ NO

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

|                     |            |                    |       |                |
|---------------------|------------|--------------------|-------|----------------|
| Employer            |            | Dates Employed     |       | Work Performed |
|                     |            | From               | To    |                |
| Address             |            |                    |       |                |
| Telephone Number(s) |            | Hourly Rate/Salary |       |                |
|                     |            | Starting           | Final |                |
| Job Title           | Supervisor |                    |       |                |
| Reason for Leaving  |            |                    |       |                |
| Employer            |            | Dates Employed     |       | Work Performed |
|                     |            | From               | To    |                |
| Address             |            |                    |       |                |
| Telephone Number(s) |            | Hourly Rate/Salary |       |                |
|                     |            | Starting           | Final |                |
| Job Title           | Supervisor |                    |       |                |
| Reason for Leaving  |            |                    |       |                |
| Employer            |            | Dates Employed     |       | Work Performed |
|                     |            | From               | To    |                |
| Address             |            |                    |       |                |
| Telephone Number(s) |            | Hourly Rate/Salary |       |                |
|                     |            | Starting           | Final |                |
| Job Title           | Supervisor |                    |       |                |

## References

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

## Applicant's Statement

I certify that answers given herein 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 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 \_\_\_\_\_

This Application For Employment is sold for general use throughout the United States. Aniatenam Printing and Litho. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

Form #09800 Rev. 8/92