

Application for Employment

Provide all information requested.

Your complete application form will be maintained in our active files for 1 (one) year from the date of application. You may submit a new application at any time.

Please read carefully and complete by printing in ink or typing.

Last name	First	MI	Date of application
Street address			Type of work desired
City	State	ZIP	Home Telephone
Email			How did you hear about this job?

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment, summer, and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resumé, but complete this form as well.

Last or present company	Type of business	Job title
Street address	Phone number	Brief description of job duties
City	State ZIP	
Supervisor's name	Phone number	
Dates worked	From To	
Reason for leaving		
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City	State ZIP	
Supervisor's name	Phone number	
Dates worked	From To	
Reason for leaving		

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Education History

School Name	Location (city and state)	Dates attended From To Graduated?	Major course degree or subject
High school			
Technical/Trade			
College (list all attended)			
Other education/training			

Special skills

Check all skills in which you are proficient.

- | | |
|--|---|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Google Drive | <input type="checkbox"/> iOS |
| <input type="checkbox"/> Troubleshooting | <input type="checkbox"/> Android |
| <input type="checkbox"/> MacOS | <input type="checkbox"/> General Digital Literacy |

Please describe the skills and qualities that you feel qualify you for a position with us. (You may wish to include activities and positions held in civic, community and/or school organizations, professional societies, special training and skills which are pertinent to this position. You are not required to list activities which may disclose your race, color, religion, or national origin.)

Availability (weekday hours 9a-8p)

Sunday (hours 1p-5p)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday (hours 10a-6p)

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Professional/Work References

Please list three references who are not related to you but have knowledge of your qualifications for the position for which you are applying.

Name	Address (city and state)	Phone Number	Title and Relationship	Occupation

May we contact your present employer? Yes No

Wage or salary required _____

Date available _____

Have you ever been convicted of a criminal offense (excluding minor traffic offenses)? Yes No

We make no promise of employment by offering this application form or by accepting your written response. No one is authorized to offer you employment with us except in writing. Do not make or change any plans based on what anyone tells you orally. Any employment we may offer you will be terminable at will. This means you can quit at any time. It also means we can terminate you at any time, with or without cause. By completing this application and signing below, you authorize us to investigate your qualifications and to make inquiries about you generally. You also authorize us to share this application and its contents with our employees and any outside agencies or representatives we deem appropriate. If there is anyone you do not want us to contact, please tell us in writing.

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

Date	Signature
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If any of your educational or employment records are under other than the above name, please provide other names.

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

For staff use only:
