

# Application for Employment

2024

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Referral Source: \_\_\_\_\_

craigslist.com  indeed.com  Word-of-mouth

Best time to call you at home: \_\_\_\_\_

AM  PM

Have you submitted an application here before? \_\_\_\_\_

Yes  No

If YES, give dates: \_\_\_\_\_

Have you been employed here before? \_\_\_\_\_

Yes  No

If YES, give dates: \_\_\_\_\_

Date available to work: \_\_\_\_\_

What is your desired salary range or hourly rate of pay? \_\_\_\_\_ \$

Type of employment desired: \_\_\_\_\_

Full-Time  Part-Time

Will you relocate if job requires it? \_\_\_\_\_

Yes  No

Will you travel if job requires it? \_\_\_\_\_

Yes  No

Will you work overtime if required? \_\_\_\_\_

Yes  No

Are you fully vaccinated/boosted from Covid-19? \_\_\_\_\_

Yes  No

## EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information.

Employer:	From:	To:
Address:	Phone #:	
Job title:		
Why did you leave?		
May we contact for reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Summarize the type of work performed/job responsibilities:		

Employer:	From:	To:
Address:	Phone #:	
Job title:		
Why did you leave?		
May we contact for reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Summarize the type of work performed/job responsibilities:		

Employer:	From:	To:
Address:	Phone #:	
Job title:		
Why did you leave?		
May we contact for reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Summarize the type of work performed/job responsibilities:		

Employer:	From:	To:
Address:	Phone #:	
Job title:		
Why did you leave?		
May we contact for reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Summarize the type of work performed/job responsibilities:		

## EMPLOYMENT HISTORY (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

Have you ever been fired or asked to resign from a job?

If **YES**, please explain:

## SKILLS & QUALIFICATIONS

Summarize any special training, skills, license and/or certificates that may assist you in performing the position for which you are applying to.

### Computer Skills: (Check the appropriate boxes.)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Microsoft Word       | <input type="checkbox"/> Social Media       | <input type="checkbox"/> Other (Please list): |
| <input type="checkbox"/> Microsoft Excel      | <input type="checkbox"/> Adobe Photoshop    |   |
| <input type="checkbox"/> Microsoft Powerpoint | <input type="checkbox"/> Adobe InDesign     |   |
| <input type="checkbox"/> Email                | <input type="checkbox"/> Adobe AfterEffects |   |
| <input type="checkbox"/> Internet/Searching   | <input type="checkbox"/> Adobe Illustration |   |

## EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

SCHOOL (include City & State)	YRS. COMPLETED	DIPLOMA/DEGREE	MAJOR/MINOR

## REFERENCES

List name and telephone number/email of three (3) business/work references who are *not* related to you and who are *not* previous supervisors.

NAME	TELEPHONE / EMAIL	RELATIONSHIP TO YOU	YEARS KNOWN

## RELATED INFORMATION

To what job-related organizations (professional, trade, etc.) do you belong to/participate in? Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

ORGANIZATION	OFFICES / POSITIONS HELD

List special accomplishments, publications, awards, etc. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current or prior job, have you ever written instructions or directions that were to be followed by employees or customers?

Yes

No

N/A

If YES, please explain:

Is there any other job-related information that you would like us to know about?

## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims that I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating an applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read; and fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant:

Date:

