

# Application for Employment



## LEGAL NOTICES

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the hiring manager. Examples of "reasonable accommodations" include making a change to the application process; providing written materials in an alternate format such as large print, or audio recording; using a sign language interpreter; or use of special equipment.

This organization practices Equal Employment Opportunity and Equal Treatment of Clients. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), age, disability or national origin in the hiring, retention, or promotion of employees; nor in determining their rank, or the compensation or benefits paid them. Further, we do not discriminate in services or accommodations offered or provided to our employees, clients, or guests.

## 1. APPLICANT CONTACT INFORMATION

Name (Last, First):  Date of Application (DD-MM-YYYY):

Address:  City, State & ZIP®:

Telephone Number:  Email Address:

May we contact you at work?  No  Yes If Yes, please provide work telephone number:

Are you under 18 years old?  No  Yes If Yes, until date (DD-MM-YYYY):

## 2. APPLICATION HISTORY

Have you applied here before?  No  Yes If Yes, when (approximate if necessary)?

Have you ever been employed here?  No  Yes If Yes, when (approximate if necessary)?

Are you reapplying following an extended military leave of absence?  No  Yes

## 3. ELIGIBILITY

Are you lawfully eligible for employment in this country?  No  Yes

Are you willing to undergo a criminal background check?  No  Yes

Have a valid driver's license (if driving is necessary for the job)?  No  Yes Number & issuing state:

Have you entered into any agreement with a former employer or other party (such as a non-competition or non-disclosure agreement) that may restrict your ability to work for our company?  No  Yes

## 4. GENERAL INFORMATION

What position(s) are you applying for?  Any Available

Type of employment is desired?  Full-Time  Part-Time  Educational Co-Op  Seasonal  Temporary

What date can you be available to begin work (DD-MM-YYYY):

What is your desired salary range or rate of pay? \$   Weekly  Hourly  Annually

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Are you prepared to work overtime if the production schedule should require it?  No  Yes

If they've been explained, are you prepared to meet any attendance requirements?  No  Yes

Will you travel if the applied for job requires it?  No  Yes

Will you relocate if the applied for job requires it?  No  Yes

Are you physically able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?  No  Yes  Prefer not to answer here or require more information about the job's "essential functions."

**△ The above question is not intended to elicit specific information about an applicant's disability, if applicable. Please do not provide information about the existence of any disability, particular accommodation or whether accommodation is necessary.** These subjects may be addressed at a later time to the extent permitted by law.

Have you ever been bonded?  No  Yes

Have you ever pleaded "guilty" or "nolo contendere/no contest" to or otherwise been convicted of a crime?  No  Yes

If Yes, please provide date(s) and summary:

**△ Answering "Yes" to the above question DOES NOT mean an automatic bar to employment. Factors such as date(s), nature of the offense(s) and seriousness will be taken into account. You are not obligated to disclose any convictions that have been sealed.**

## 5. SKILLS AND QUALIFICATIONS

Summarize any special training, skills, languages, licenses and/or certificates that may assist you in performing the position for which you are applying:

## 6. EMPLOYMENT HISTORY

Starting with your most recent employer, please provide the following information:

Employer:  City, State:  Telephone:

Immediate supervisor's name and title:  May we contact for a reference?  No  Yes

Rate of Pay (Starting): \$  Rate of Pay (Final) \$   Weekly  Hourly  Annually

Earned commissions, bonuses, etc.?  No  Yes

Employed from (Month/Year):  to (Month/Year):

Summary of your duties and responsibilities:

Reason for leaving?

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Employer:  City, State:  Telephone:

Immediate supervisor's name and title:  May we contact for a reference?  No  Yes

Rate of Pay (Starting): \$  Rate of Pay (Final) \$   Weekly  Hourly  Annually

Earned commissions, bonuses, etc.?  No  Yes

Employed from (Month/Year):  to (Month/Year):

Summary of your duties and responsibilities:

Reason for leaving?

Employer:  City, State:  Telephone:

Immediate supervisor's name and title:  May we contact for a reference?  No  Yes

Rate of Pay (Starting): \$  Rate of Pay (Final) \$   Weekly  Hourly  Annually

Earned commissions, bonuses, etc.?  No  Yes

Employed from (Month/Year):  to (Month/Year):

Summary of your duties and responsibilities:

Reason for leaving?

Employer:  City, State:  Telephone:

Immediate supervisor's name and title:  May we contact for a reference?  No  Yes

Rate of Pay (Starting): \$  Rate of Pay (Final) \$   Weekly  Hourly  Annually

Earned commissions, bonuses, etc.?  No  Yes

Employed from (Month/Year):  to (Month/Year):

Summary of your duties and responsibilities:

Reason for leaving?

## 7. REFERENCES

Name:  Relation to Applicant:  Telephone:

Name:  Relation to Applicant:  Telephone:

Name:  Relation to Applicant:  Telephone:

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## 8. EDUCATIONAL BACKGROUND

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

School:	<input type="text"/>	City, State:	<input type="text"/>	Number of years completed:	<input type="text"/>		
Level Completed:	<input type="radio"/> Certification	<input type="radio"/> GED	<input type="radio"/> Diploma	<input type="radio"/> <input type="text"/>	Degree	G.P.A. (Optional):	<input type="text"/>
School:	<input type="text"/>	City, State:	<input type="text"/>	Number of years completed:	<input type="text"/>		
Level Completed:	<input type="radio"/> Certification	<input type="radio"/> GED	<input type="radio"/> Diploma	<input type="radio"/> <input type="text"/>	Degree	G.P.A. (Optional):	<input type="text"/>
School:	<input type="text"/>	City, State:	<input type="text"/>	Number of years completed:	<input type="text"/>		
Level Completed:	<input type="radio"/> Certification	<input type="radio"/> GED	<input type="radio"/> Diploma	<input type="radio"/> <input type="text"/>	Degree	G.P.A. (Optional):	<input type="text"/>
School:	<input type="text"/>	City, State:	<input type="text"/>	Number of years completed:	<input type="text"/>		
Level Completed:	<input type="radio"/> Certification	<input type="radio"/> GED	<input type="radio"/> Diploma	<input type="radio"/> <input type="text"/>	Degree	G.P.A. (Optional):	<input type="text"/>

## 9. FOR OFFICE USE ONLY

Scheduled for Interview (DD-MM-YYYY):

Interview Conducted (DD-MM-YYYY):

Interview Result:  Hired  Rejected  Application Withdrawn

Starting Pay: \$   Hourly  Weekly  Annually

Agreed to commissions, bonuses, etc.?  No  Yes

Approved by Hiring Manager:

Added as Employee in JobBOSS ERP by:  on date (DD-MM-YYYY):

Added as Employee in QuickBooks Payroll by:  on date (DD-MM-YYYY):

Notes: