

APPLICATION FOR EMPLOYMENT

(Please Print Clearly)

CONFIDENTIAL

PERSONAL INFORMATION

Date of Application: _____ Date Available: _____

Name: _____
Last First Middle

Present Address: _____ Phone Number: _____
Street City State Zip Code

Permanent Address (if different than Present Address): _____ Phone Number: _____
Street City State Zip Code

If you cannot be reached at above phone number: Name of Person: _____ Phone: _____

EMPLOYMENT DESIRED

Will you accept employment of: Full Time? Part Time? Temporary?

Are you 18 years of age or older? Yes No

Are you employed now? Yes No

May we contact your present employer? Yes No

How did you learn of this opening?

Type of Work Desired	Shift	Salary
First Choice		
Second Choice		
Third Choice		

EDUCATION

Highest Grade Completed: 9 10 11 12 13 14 15 16

Scholastic Honors Received: _____

	Name of School	Location (City, State)	Courses Taken	Completed	Type of Degree or Certificate Received
High School				<input type="radio"/> No <input type="radio"/> Yes	
College				<input type="radio"/> No <input type="radio"/> Yes; _____ Date	
Vocational or Business				<input type="radio"/> No <input type="radio"/> Yes; _____ Date	
Professional Education				<input type="radio"/> No <input type="radio"/> Yes; _____ Date	
Laboratory or X-Ray Training				<input type="radio"/> No <input type="radio"/> Yes; _____ Date	

Extracurricular Activities while in School: _____

Member of Professional Organizations: _____

Honors received, volunteer or community service or other qualifications you have which you feel are related to the position for which you are applying:

Were you in the U.S. Armed Forces? Yes No If yes, what branch? _____

Dates of Duty: From _____ To _____ Rank at Discharge: _____
Month / Day / Year Month / Day / Year

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS

Verified

Type	Organization or State Issued	Date Issued	Number	

EMPLOYMENT RECORD (list last or present position first)

Present and Former Employers	Dates Employed	Position & Duties
Name _____ Address _____ City/State/Zip _____ Supervisor _____ Phone _____	From _____ To _____	_____ _____ _____
Name _____ Address _____ City/State/Zip _____ Supervisor _____ Phone _____	From _____ To _____	_____ _____ _____
Name _____ Address _____ City/State/Zip _____ Supervisor _____ Phone _____	From _____ To _____	_____ _____ _____
Name _____ Address _____ City/State/Zip _____ Supervisor _____ Phone _____	From _____ To _____	_____ _____ _____
Name _____ Address _____ City/State/Zip _____ Supervisor _____ Phone _____	From _____ To _____	_____ _____ _____
Name _____ Address _____ City/State/Zip _____ Supervisor _____ Phone _____	From _____ To _____	_____ _____ _____

If your former employment references, education or military service are under a name other than indicated on front of application, please indicate it here. _____
Last First Middle Initial

Use this space to give us further information which will assist us in placing you, including at least two personal references not related to you, whom you have known at least one year, including the phone number for each reference.

Do Not Answer Questions In This Area - To Be Completed After Employed

Date of Birth: _____ Marital Status: _____ Sex: Male Female Nationality: _____

Number and Ages of Children: _____

Notify In Case of Emergency: _____
Name Relationship

Address - Street _____ City _____ State _____ Zip Code _____ Phone Number _____

What Language(s) (Other than English) Do You Speak? _____

EMPLOYMENT UNDERSTANDING (PLEASE READ AND SIGN)

This institution does not discriminate in hiring or any other decision on the basis of race, color, sex, citizenship, national origin, ancestry, Vietnam era veteran status, or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination.

I voluntarily give this institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information. I consent to take the physical examination, and such future physical examinations as may be required by this institution at such times and places as the institution shall designate. I understand that an offer of employment may be contingent on passing the physical examination which relates to the essential duties I would be required to perform.

I understand that my employment is at will, and that either party is free to terminate the employment relationship at any time without cause. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form.

If employed, I will be required to complete an Employment Verification Form (I-9), and within three days show satisfactory evidence of identity and eligibility for employment.

Applicant's Signature _____

Date _____

Please Indicate Days and Hours You Are Available For Work (Be Specific)			AVAILABILITY RECORD
DAY	FROM	TO	
Sunday	A.M.	A.M.	Primary position desired: _____ Will you accept another position? <input type="radio"/> Yes <input type="radio"/> No If so, what? _____
	P.M.	P.M.	
Monday	A.M.	A.M.	Are you available to work: Weekends? <input type="radio"/> Yes <input type="radio"/> No Holidays? <input type="radio"/> Yes <input type="radio"/> No Rotating Shifts? <input type="radio"/> Yes <input type="radio"/> No On Call? <input type="radio"/> Yes <input type="radio"/> No
	P.M.	P.M.	
Tuesday	A.M.	A.M.	<i>If your availability changes, it is your responsibility to fill in an "Availability Card" indicating the changes. Such changes will be effective, then, for any future employment.</i>
	P.M.	P.M.	
Wednesday	A.M.	A.M.	I understand that emergency conditions may require me to temporarily work shifts other than the one for which I am applying and agree to such scheduling change as directed by my department head or the Administrator of this institution.
	P.M.	P.M.	
Thursday	A.M.	A.M.	Applicant's Signature _____ Date _____
	P.M.	P.M.	
Friday	A.M.	A.M.	
	P.M.	P.M.	
Saturday	A.M.	A.M.	
	P.M.	P.M.	

This Page For Institution and Interviewer Use Only

INTERVIEWER'S COMMENTS

Interviewer	Date	Comments

REFERENCE AND PRIOR EMPLOYMENT CHECK

Individual Contacted	Name of Firm	Results of Check

FOR PERSONNEL OFFICE USE

Hired: _____ For what department: _____ Position: _____

Salary: _____ per Year Month Hour Starting Date: _____

Disclosure Release

In connection with my application for employment with you, I understand that an investigative report which may contain public record information may be requested from various entities, to include, but not limited to, law enforcement agencies.

These reports may include the following types of information: name and dates I worked for previous employers, reason for termination of employment, work experience, accidents, any background, or any other information about me which may reflect upon my potential for employment gathered from any individual, organization, entity, agency, or other source which may have knowledge concerning any such items of information. I further understand that such reports may contain public record information concerning my driving record, bankruptcy, proceedings, criminal records, etc. from federal and state and other agencies which maintain such records, as well as information from the agency concerning previous driving records request made by other from such state agencies, and state provided driving records.

My signature below signifies that I understand and give my consent for these investigations. I also understand that the following information may be necessary to obtain information and I give it freely:

Date of Birth: _____ Social Security Number: _____

Printed Name:

Signature and Date:

Parent or Guardian Signature and Date:

If you are under the age of 18, a parent or guardian must sign this form.