



# Application for Employment

881 Floyd Drive Lexington, KY 40505

Corman and Associates, Inc. is an Equal Employment Opportunity employer, and we comply with federal, state and local laws prohibiting discrimination. No person shall be discriminated against in employment, training, promotions, transfers, rates of pay, layoffs, any form of compensation or any term or condition of employment on the basis of race, gender, color, religion, national origin, age, marital status, disability, tobacco use, gender identity or orientation, genetic information, military status, pregnancy, childbirth or lactation, status as a smoker or non-smoker, veteran status or any other protected class under federal, state or local law.

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source: Friend Relative Walk-In Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_) \_\_\_\_\_

Are you 18 years of age or older? ( ) Yes ( ) No

Have you completed an application here before? ( ) Yes ( ) No If yes, give date \_\_\_\_\_

Have you ever worked for this company? ( ) Yes ( ) No If yes, give date \_\_\_\_\_

Are you employed now? ( ) Yes ( ) No May we contact your employer? \_\_\_\_\_

Are you legally eligible for employment in the United States? ( ) Yes ( ) No  
(If offered employment, you will be required to provide documentation to verify eligibility.)

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

What languages do you speak and write fluently? \_\_\_\_\_

Are you available to work ( ) Full Time ( ) Part Time ( ) Temporary

Have you been convicted of felony or misdemeanor for which a jail sentence may be imposed or a crime that relates to the position for which you are applying within the past 7 years? ( ) Yes ( ) No  
Conviction will not necessarily disqualify applicant from employment. If yes, please explain.

Are you a Veteran of U.S. Military service? ( ) Yes ( ) No If Yes, Branch \_\_\_\_\_

Are there specific times that you cannot work? \_\_\_\_\_

**Days and Hours Available:**

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Can you work overtime, including weekends? \_\_\_\_\_ Do you have any objection to travel? \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ( ) Yes ( ) No If no, please provide explanation.

## Employment Experience

Start with your most recent position, and include military service and volunteer activities. Exclude organization names that indicate race, color, religion, gender or national origin. Please list all former employers. Applicants may attach a separate sheet of paper listing additional employers, if needed. Do not write 'see resume'. Resumes may be attached to this application.

Date Employed (From/To)	Employer Name	Telephone
Address (Street)	Job Title	
City/State		Starting Rate:
Job Duties		Ending Rate:
Reason for leaving:		

Date Employed (From/To)	Employer Name	Telephone
Address (Street)	Job Title	
City/State		Starting Rate:
Job Duties		Ending Rate:
Reason for leaving:		

Date Employed (From/To)	Employer Name	Telephone
Address (Street)	Job Title	
City/State		Starting Rate:
Job Duties		Ending Rate:
Reason for leaving:		

### Employment Experience, Continued

Date Employed (From/To)	Employer Name	Telephone
Address (Street)	Job Title	
City/State		Starting Rate:
Job Duties		Ending Rate:
Reason for leaving:		

Date Employed (From/To)	Employer Name	Telephone
Address (Street)	Job Title	
City/State		Starting Rate:
Job Duties		Ending Rate:
Reason for leaving:		

Date Employed (From/To)	Employer Name	Telephone
Address (Street)	Job Title	
City/State		Starting Rate:
Job Duties		Ending Rate:
Reason for leaving:		

List special skills and qualifications from previous experience or certifications.

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**Education**

	<b>Name of school</b>	<b>City/State</b>	<b>Number of years completed</b>	<b>Diploma or Degree received?</b>
High school				
College				
Vocational / trade school				
Graduate school				

**References**

Please provide name, address, and phone number of three references who are not related to you.

<b>Name</b>	<b>Address</b>	<b>Position</b>	<b>Phone Number</b>

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, and termination from employment.
2. It is my understanding that the company will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the company and I release from liability any person giving or receiving of any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent me from being hired, or if hired, may subject me to immediate dismissal.
3. I agree that my employment may be terminated by this Company at any time without liability for wages or salary except such as may have been earned at the date of such termination. I understand and agree that I may be required to take a physical examination, at company expense, at any time to determine if I am physically fit for the job I am to perform, and, I authorize any physician or hospital to inform the Company whether I have the ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the company.
4. Although management makes effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, change in work schedule. I understand and accept these as conditions of my continuing employment.

I understand that this is an application for employment and that no employment contract is being offered.

I understand that if I am employed, employment is for an indefinite period of time and that the company can change wages, benefits, conditions of employment, or my employment status at any time.

I have read and understand the above.

Date:

Signature:

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