Application for at will employment (OPTION 2)

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, genetic information, disability, or any other legally protected status.

(*Please Print*)

|  |  |
| --- | --- |
| Position Applied for: | Date of Application: |
| How Did You Learn About Us?  □ Advertisement □ Friend □ Walk-In  □ Employment Agency □ Relative □ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name First Name Middle Name | | | |
| Address City State Zip Code | | | |
| Telephone Number(s) | Social Security Number | | |
|  |  |  |  |

1. If you are under 18 years of age, can you provide required proof of your eligibility to work? □ Yes □ No
2. Have you ever filed an application with us before? □ Yes □ No If Yes, give date
3. Have you ever been employed with us before? □ Yes □ No If Yes, give date
4. Are you currently employed? □ Yes □ No
5. May we contact your present employer? □ Yes □ No
6. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment*. □ Yes □ No
7. On what date would you be available to work?
8. Are you available to work: □ Full Time □ Part Time □ Shift Work □ Temporary
9. Are you currently on “layoff” status and subject to recall? □Yes □ No
10. Can you travel if a job requires it? □ Yes □ No

**This application will remain active for 45 days.**

**Education**

|  | **Name and Address**  **of School** | | **Course of Study** | | **Number of Years**  **Completed** | | **Diploma**  **Degree** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Elementary**  **School** |  | |  | |  | |  | |
| **High**  **School** |  | |  | |  | |  | |
| **Undergraduate**  **College** |  | |  | |  | |  | |
| **Graduate**  **Professional** |  | |  | |  | |  | |
| **Other**  **(Specify)** |  | |  | |  | |  | |
|  | | | | | | | | |
| **Indicate any foreign languages you speak, read, and/or write** | | | | | | | | |
|  | | **FLUENT** | | **GOOD** | | **FAIR** | | |
| **SPEAK** | |  | |  | |  | | |
| **READ** | |  | |  | |  | | |
| **WRITE** | |  | |  | |  | | |
|  | | | | | | | | |
| **Describe any specialized training, apprenticeship, skills and extra-curricular activities.** | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
|  | | | | | | | | |
| **Describe any job-related training received in the United States military.** | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |

**Employment Experience**

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

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| --- | --- | --- | --- | --- | --- |
| 1. | Employer |  | **Dates Employed** | | **Work Performed** |
|  |  | | **From** | **To** |  |
|  | Address | |  |  |  |
|  |  |
|  | Telephone Number(s) |  |  |
|  | Job Title |  |  |
|  | Reason for Leaving |  |  |  |  |
| 2. | Employer |  | **Dates Employed** | | **Work Performed** |
|  |  | | **From** | **To** |  |
|  | Address | |  |  |  |
|  |  |
|  | Telephone Number(s) |  |  |
|  | Job Title |  |  |
|  | Reason for Leaving |  |  |  |  |
| 3. | Employer |  | **Dates Employed** | | **Work Performed** |
|  |  | | **From** | **To** |  |
|  | Address | |  |  |  |
|  |  |
|  | Telephone Number(s) |  |  |
|  | Job Title |  |  |
|  | Reason for Leaving |  |  |
| 4. | Employer |  | **Dates Employed** | | **Work Performed** |
|  |  | | **From** | **To** |  |
|  | Address | |  |  |  |
|  |  |
|  | Telephone Number(s) |  |  |
|  | Job Title |  |  |
|  | Reason for Leaving |  |  |  |  |

If you need additional space, please continue on a separate sheet of paper.

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| List professional, trade, business or civic activities and offices held.  You may exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, genetic information, disability, or other protected status:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Additional Information**

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| **Other Qualifications**  Summarize special job-related skills and qualifications acquired from employment or other experience.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Specialized Skills**: Check Skills/Equipment Operated

Production/Mobile

🞏 Microsoft Word Machinery (list): Other (list):

🞏 Microsoft Excel 🞏 \_\_\_\_\_\_\_\_\_\_\_

🞏 Power Point 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

🞏 Publisher 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

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|  |
| **State any additional information you feel may be helpful to us in considering your application.** |
|  |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.  2.  3. | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name Phone #    Address  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name Phone #    Address  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name Phone #    Address | |
| **\*WE ARE AN AT WILL, EQUAL OPPORTUNITY EMPLOYER\*** | |

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| **FOR PERSONNEL DEPARTMENT USE ONLY** |
| Position(s) Applied for Is Open: 🞏 Yes 🞏 No  Position(s) Considered for: Date  **NOTES:** |

**Applicant’s Statement**

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| --- |
| I certify that answers given herein are true and complete to the best of my knowledge.  I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.  This application for employment shall be considered active for a period of time not to exceed 45 days.  Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.  **I understand and acknowledge that, if hired, my employment relationship with this organization would be of an “AT WILL” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time and for any or no reason. It is further understood that this “AT WILL” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.**  In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Applicant Date |

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| --- |
| **FOR PERSONNEL DEPARTMENT USE ONLY** |
| Arrange Interview 🞏 Yes 🞏 No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  INTERVIEWER DATE  Employed 🞏 Yes 🞏 No Date of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hourly Rate/  Job Title Salary \_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  By  NAME AND TITLE DATE |

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