

Employment Application

All qualified applications will be considered without regard to race, color, religion, or national original, ancestry, sex, non-job related disabilities or age (40 and over). All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

This application must be completed in its entirety.

Today's Date _____

Position Applied For _____

Please check one Full-time Part-time Volunteer

CONTACT INFORMATION

Name _____

Last

First

Middle

Street Address _____

City _____ State _____ Zip Code _____

Phone No. _____ Alternate Phone No. _____

(Please give a number that you may be reached or a message may be left from 9:00AM to 4:00PM)

IDENTIFICATION INFORMATION

Driver License No. _____ State Issued _____

Class of Driver License (check all that apply) Class A Class B Class C

Driver License Expiration Date _____

Are you at least 18 years of age? Yes No

If you answered no to the above question, do you have a work permit? Yes No

Are you a United States citizen or authorized to work in the United States? Yes No

(Proof of citizenship or immigration status will be required upon employment)

HOURS OF EMPLOYMENT

Are you able and willing to work over-time? Yes No

Are you able and willing to work weekends? Yes No

EMPLOYMENT HISTORY *(List all employers for the last five years and a minimum of your last three employers.)*

Job Title _____ Date of Employment _____ to _____

Employer _____

Address _____

Telephone _____ Supervisor's Name _____

Reason for leaving _____ Hour Rate/Salary _____

Can we contact this employer? Yes No

Will the supervisor/employer provide a positive job reference? Yes No

If no to either of the questions above, please explain _____

Were you:

- Discharged or asked to resign by this employer? Yes No
- Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? Yes No
- Ever counseled or warned about excessive absenteeism or tardiness by this employer?
 Yes No

If yes to any of these three situations above, please explain _____

Job Title _____ Date of Employment _____ to _____

Employer _____

Address _____

Telephone _____ Supervisor's Name _____

Reason for leaving _____ Hour Rate/Salary _____

Can we contact this employer? Yes No

Will the supervisor/employer provide a positive job reference? Yes No

If no to either of the questions above, please explain _____

Were you:

- Discharged or asked to resign by this employer? Yes No
- Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? Yes No
- Ever counseled or warned about excessive absenteeism or tardiness by this employer?
 Yes No

If yes to any of these three situations above, please explain _____

Job Title _____ Date of Employment _____ to _____

Employer _____

Address _____

Telephone _____ Supervisor's Name _____

Reason for leaving _____ Hour Rate/Salary _____

Can we contact this employer? Yes No

Will the supervisor/employer provide a positive job reference? Yes No

If no to either of the questions above, please explain _____

Were you:

- Discharged or asked to resign by this employer? Yes No
- Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? Yes No
- Ever counseled or warned about excessive absenteeism or tardiness by this employer?
 Yes No

If yes to any of these three situations above, please explain _____

Job Title _____ Date of Employment _____ to _____

Employer _____

Address _____

Telephone _____ Supervisor's Name _____

Reason for leaving _____ Hour Rate/Salary _____

Can we contact this employer? Yes No

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 Yes No

If yes to any of these three situations above, please explain _____

Please use additional pages if necessary.

EDUCATION			
Institution Name		Graduate (Y/N)	Degree/Field
High School			
College/University			
Specialized Training			
Other Education			
If you did not graduate from high school, did you obtain a GED?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

MILITARY	
Branch of Service _____	Length of Service _____
Rank at Separation _____	Type of Discharge _____
Active Reserve	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reserve Requirements _____	
Specialized Training _____	

OTHER QUALIFICATIONS
Describe the types of equipment you have experience in operating?

List any trade, professional or skill certificates that you have:

Summarize special skills, abilities or experiences which qualify you for this position:

BACKGOURND INFORMATION				
Have you been charged with a crime in the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please provide the following information:				
Charged Offense	City/County	State	Date	Disposition of Case
Have you been convicted with a crime in the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please provide the following information:				
<i>NOTE: Criminal convictions are not necessarily a bar to being hired. All relevant circumstances will be considered.</i>				

TRAFFIC/DRIVING RECORD			
List all traffic citations and accidents that you were involved in within the last three (3) years (excluding parking tickets).			
Charged Offense	Location of Incident	Date of Incident	Fault Found? (Y/N)
Have you been convicted, pleaded no contention or paid a fine for any traffic violations in the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No			

REFERENCES			
List three (3) references other than relatives.			
Name	Address	Telephone	Relationship

