

Employment History *Most recent 4 positions; check if additional pages/resume attached*

From: _____ **To:** _____ Job Title: _____
Employer: _____ Address: _____
Immediate supervisor/title: _____
Employer Tel: _____ May we contact for reference? Yes No Later
Nature of work/job responsibilities: _____
Hourly Rate/Salary: _____ Reason for leaving: _____

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Summarize any training, skills, licenses and/or certificates that may qualify you to perform job-related functions in the position for which you are applying.

Educational Background

High school/location: _____ Yrs Completed: ____ Graduated? ____

College name: _____ Major: _____ Degree: _____

Other: _____

References

Provide a minimum of three references, at least two of which are professional. Specify the number of years they have known you and the relationship (supervisor, co-worker, friend, etc.)

Name	Tel Number(s)	# Yrs	Relationship

Additional Comments (including explanation of gaps in employment):

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational Institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview.

I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information the employment process and all other persons, corporations, or organizations for furnishing such Information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for one year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work In the United States and that federal immigration laws require me to complete a 1-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____



AFFIRMATIVE ACTION VOLUNTARY INFORMATION

Completion of information provided below in voluntary:

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis on any unlawful criteria.

The following is information completed by the applicant on a voluntary basis. Not for interview purposes. To be filed with the personnel office separately from application. In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, which may apply, we invite you to complete this data survey. Providing this information is STRICTLY VOLUNTARY. Failure to provide will not subject you to any adverse personnel decision or action. Your cooperation is appreciated. Please be advised that this survey is **NOT** a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

PLEASE PRINT

Position applied for: _____ Date ____/____/____

Referral Source

Walk-in Government Employment Agency Private Employment Agency
 Employee Relative School
 Advertisement – Source Other

Name of Person Who referred you (if applicable) _____

APPLICANT INFORMATION

NAME _____ Telephone# _____

 Last First Middle Initial

Address _____

 Street City State Zip Code

 Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- 1 _____ White (not Hispanic or Latino)
- 2 _____ Hispanic (or) Latino
- 3 _____ American Indian (or) Alaska Native
- 4 _____ Black (or) African American (not of Hispanic origin)
- 5 _____ Asian
- 6 _____ Native Hawaiian (or) Other Pacific Islander
- 7 _____ Two or more races

Please check all that apply:

Special Disable Veteran (SDV) Vietnam Era Veteran (VEV)
 Other Protected Veteran (OPV) Newly Separated Veteran (NSV)

FOR PERSONNEL ADMINISTRATIVE STAFF ONLY – to be completed by Personnel Office

Position hired for: _____ Date of Hire: _____

Job Classification:

_____ 1.1 Executive/Senior Managers	_____ 5 Office Clerical/Administrative Staff
_____ 1.2 First/Midlevel Officials and Mgrs	_____ 7 Operative (Drivers/ForkLift Operators)
_____ 2 Professionals	_____ 8 Laborers/Helpers (Stockers)
_____ 4 Sales (Telemarketers)	_____ 9 Service Worker (Janitors)