Employment Application

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Instructions:

* please type your answers
* sign and date the last page
* save/print to PDF
* and upload it a long with your resume on our website.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | Date of Application | | |  |
|  | | Last | First | | Middle |  | | | |
| Address: | | | | City: | | | State: | Zip: | |
| Telephone: | | | | | | | | | |

**1. General Information:**

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| --- |
| Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodations? (place an X after answer) Yes No |
| Have you been convicted by any felonies other than minor traffic violations during the past seven years (A criminal record or a conviction will not automatically bar employment but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.)? (place an X after answer) Yes No |
| If yes, explain: |

**2. Education & Training:**

|  |  |  |  |
| --- | --- | --- | --- |
| Mark last grade completed (place an X after answer) - Grade 1 2 3 4 5 6 7 8 9 10 11 12  College 1 2 3 4 Masters Doctorate | | | |
| Name/Address of School: | Major Course Studied | Graduated/Degree (Y or N) | GPA |
| Last High School Attended/Address: |  |  |  |
| College or University/Address: |  |  |  |
| Other School (Technical, Vocational, etc.)/Address: |  |  |  |
| List any scholarships, academic honors, awards or special achievements: | | | |

**3. Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please list any skills you have that are appropriate for the position you are applying for: | | | | |
| If required, will you work?  (place an X after answer) | Rotating Shifts: Yes No | | Weekends: Yes No | |
|  | Overtime: Yes No | | Holidays: Yes No | |
| Position applying for, be specific: | | Salary Requirements  $ | Per Hour  Per Annum | |
| State fully why you believe you are qualified for this position: | | | | Date you can start: |
| Interests/Accomplishments (You may want to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position(s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.): | | | | |

**4. Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Starting with your Present or Most Recent Employer list in consecutive order all employment for at least the past four employers. If currently employed, may we contact your employer? Yes No | | | | |
| **Present or Most Recent Employer** | | | | |
| Full name of company: | Full Telephone Number: | | Salary  Begin End | Employed  From To  Mo/Yr Mo/Yr  Reason for leaving: |
| Address: | | City: | State: | Zip: |
| Name & Title of Supervisor: | | | Your Position Title: | |
| List jobs held, duties performed, skills used, and promotions while employed at this company: | | | | |

May we contact this employer? Yes No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name of company: | Full Telephone Number: | | Salary  Begin End | Employed  From To  Mo/Yr Mo/Yr  Reason for leaving: |
| Address: | | City: | State: | Zip: |
| Name & Title of Supervisor: | | | Your Position Title: | |
| List jobs held, duties performed, skills used, and promotions while employed at this company: | | | | |

May we contact this employer? Yes No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name of company: | Full Telephone Number: | | Salary  Begin End | Employed  From To  Mo/Yr Mo/Yr  Reason for leaving: |
| Address: | | City: | State: | Zip: |
| Name & Title of Supervisor: | | | Your Position Title: | |
| List jobs held, duties performed, skills used, and promotions while employed at this company: | | | | |

May we contact this employer? Yes No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name of company: | Full Telephone Number: | | Salary  Begin End | Employed  From To  Mo/Yr Mo/Yr  Reason for leaving: |
| Address: | | City: | State: | Zip: |
| Name & Title of Supervisor: | | | Your Position Title: | |
| List jobs held, duties performed, skills used, and promotions while employed at this company: | | | | |

May we contact this employer? Yes No

**READ CAREFULLY**: I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

|  |  |
| --- | --- |
| Signature: | Date: |