

APPLICATION FOR EMPLOYMENT

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

Please Print

Position(s) 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		Social Security Number	
Date of Birth			
If you are under 18 years of age, can you provide required proof of your eligibility to work?		Yes	No
Have you ever filed an application with us before?		Yes	No
		If yes, give date _____	
Have you ever been employed with us before?		Yes	No
		If yes, give date _____	
Are you currently employed?		Yes	No
May we contact your present employer?		Yes	No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?		Yes	No
Proof of citizenship or immigration status will be required upon employment			
On what date would you be available for work?		_____	
Are you available to work	Full Time	Part Time	Shift Work
Are you currently on "lay-off" status and subject to recall?		Yes	No

EDUCATION

Name and Address Of School	Course of Study	Years Completed	Diploma Degree
Elementary School			
High School			
Undergraduate College			
Graduate Professional			
Other Specify			
<u>Indicate any foreign languages you can speak, read and/or write</u>			
	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.			

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience

<u>Specialized Skills</u>		<u>Check Skills/Equipment Operated</u>	
		Production/Mobile Machinery (list)	Other (List)
<u> </u> CRT	<u> </u> FAX		
<u> </u> PC	<u> </u> Lotus 1-2-3		
<u> </u> Calculator	<u> </u> PBS System		
<u> </u> Typewriter	<u> </u> Wordperfect		

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

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. Yes No

REFERENCES

1.

2.
