

Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

Date: _____

Name: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone Numbers: Landline _____ Cell: _____

Are you 18 years of age or older? _____

EMPLOYMENT DESIRED

Position you are applying for: _____

Date you can start: _____ Salary Desired: _____

Are you employed now? _____ If so, may we contact your present employer? _____

Have you ever applied at this agency before? _____ If so, when? _____

EDUCATION

	Name/Location	Year Completed	Graduated	Subjects Studied
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College		1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trade School		1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	

GENERAL

Subjects of special study or research work? _____

Job related skills _____

EMPLOYMENT HISTORY

Dates: mo/yr	Name, Address of Employer	Salary	Position	Reason for leaving
/ to /				
/ to /				
/ to /				
/ to /				

REFERENCES List below at least two past employers that can be contacted for a reference.

Past Employer/Supervisor	Contact Info: Phone or Email	Position Held	Please sign your name for each entry.

If you are hired by this agency, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the agency.

I understand that any employment is contingent on a background check. I authorize the agency to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the agency, without giving me prior notice of such disclosure. In addition, I release the agency, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be 'at will' and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the agency. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the agency unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time considered by the agency and as permitted by law. I consent to such examination and tests, and I request that the examining doctor disclose to the agency the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests and if I am hired, condition of my employment will be that I abide by the agencies drug and alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the agency to hire. If hired, I agree to abide by all agency rules, policies, and procedures. The agency retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature: _____ Date: _____