

APPLICATION FOR EMPLOYMENT

Circle One: **Full Time / Part Time / Temporary** **Shift Preference:** 1st 2nd 3rd

(PLEASE PRINT)

POSITION APPLYING FOR				TODAYS DATE	
FIRST NAME				- -	
LAST NAME		MI		SOCIAL SECURITY NUMBER	
ADDRESS			CITY		STATE ZIP
TELEPHONE					

How were you referred to us?

- Advertisement
 Staffing Agency
 Current Employee
 School
 Friend
 Other

Name of referral source: _____

Are you 18 years of age or older? Yes ___ No ___

Have you ever been employed by this company or its affiliates? Yes ___ No ___ If yes, give dates: _____

Have you previously applied for employment here? Yes ___ No ___ If yes, give dates: _____

Are you currently employed? Yes ___ No ___ **May we contact your present employer?** Yes ___ No ___

Do you have any commitments to another employer that might affect your employment with us? Yes ___ No ___

On what date would you be available for work? _____

Are you legally authorized to work in the United States? Yes ___ No ___

(Proof of identity and employment eligibility will be required upon employment)

Do you require accommodations to perform the essential functions of the job? Yes ___ No ___

If yes, please describe: _____

Have you been convicted of a felony within the last 7 years? Yes ___ No ___

(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain: _____

EDUCATION

	School & Location	Years Completed	Degree/Major/Type of Course
High School			
College			
Other (Specify)			

Union Affiliation & Classification: _____

Other experience, skills, or qualifications: _____

EMPLOYMENT EXPERIENCE

START WITH your PRESENT or MOST RECENT JOB. Include any job-related military service assignments and volunteer activities. *You may exclude information that may indicate race, color, religion, gender, national origin, disabilities or other legally protected status.*

Employer	From Date	To Date	Title
Address	Starting Salary	Ending Salary	Work Performed
Telephone	Supervisor		
Reason for Leaving			

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Activities: List professional, trade, business or civic activities and offices held. *You may exclude membership, which would reveal gender, race, color, religion, national origin, age, ancestry, disability or other legally protected status:*

Business References:

Name	Association	Address	Telephone
Name	Association	Address	Telephone
Name	Association	Address	Telephone

If applying for a service/construction position:

Are you able to perform with or without reasonable accommodation, manual service/construction activities including:

- Lifting and carrying objects weighing up to forty (40) pounds? Yes ___ No ___
- Reaching for, pushing and pulling materials and equipment? Yes ___ No ___
- Climbing ladders and stairs? Yes ___ No ___
- Traversing rough and uneven surfaces? Yes ___ No ___
- Standing, balancing, walking, kneeling, crawling, stooping, twisting, and squatting to access work areas and to complete tasks? Yes ___ No ___
- Responding to audio/visual warnings and alarms? Yes ___ No ___
- Responding to verbal warnings and instructions? Yes ___ No ___
- Communicating verbal warnings and instructions? Yes ___ No ___

If applying for an administrative/support position:

Are you able to perform with or without reasonable accommodation, office activities including:

- Lifting and carrying objects weighing up to ten (10) pounds? Yes ___ No ___
- Sitting for long periods of time up to eight (8) hours? Yes ___ No ___
- Operating office equipment such as telephones, copiers, typewriters and computers? Yes ___ No ___
- Accessing filing cabinets? Yes ___ No ___

All positions:

Are you willing to travel? Yes ___ No ___ What percent of time? _____

Do you have adequate transportation to get to work on time each day? Yes ___ No ___

Would you work overtime when scheduled or requested? Yes ___ No ___

Would you work weekends when scheduled or requested? Yes ___ No ___

Please Read Carefully: MUST BE COMPLETED FOR CONSIDERATION OF EMPLOYMENT

- I authorize a reference check to be conducted for employment purposes. I release from all liability all individuals, schools, local, state and federal agencies, and employers supplying such information. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the information concerning the nature and scope of the investigation.
- This is a drug-free and alcohol-free facility. I understand that upon and/or during my employment the Employer may require drug testing and failure to consent to drug testing will result in the termination of my employment. I understand that employees testing positive during work hours for illegal drugs, unauthorized controlled substances, and/or alcohol will be cause for disciplinary action up to and including termination.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature for no definite period, and that it may be terminated at any time, or for any reason consistent with state and federal law. Which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.
- I understand that should I be offered employment, my employment will not begin until I have proven that I am authorized to work in the United States.
- I certify that all of the statements herein are true, and I understand that any falsification or willful omission shall be sufficient cause for refusal of employment or discharge.

By signing below I agree to and understand the above statements, and certify that all information contained in this application is true.

Applicant Signature

Date

Employer Use Only

Application Comments: _____

Call to Schedule Interview: Maximum 3 phone calls per position

Date	Time	Position	Results

Interview-1: Scheduled Interview Date: _____ Time: _____ Position: _____

Time Applicant Arrived: _____ Interviewer: _____

Rating: _____ (5-Good Hire, 1-Poor Hire)

Comments: _____

Date Position Offered: _____ Position Accepted? YES NO Time to return with ID? _____

Hire Date: _____ Start Date: _____ Shift: 1 2 3

Interview-2: Scheduled Interview Date: _____ Time: _____ Position: _____

Time Applicant Arrived: _____ Interviewer: _____

Rating: _____ (5-Good Hire, 1-Poor Hire)

Comments: _____

Date Position Offered: _____ Position Accepted? YES NO Time to return with ID? _____

Hire Date: _____ Start Date: _____ Shift: 1 2 3