

Applicant Information

Applicant Name _____

Home Phone _____

Other _____

Email Address _____

Current Address:

Number and street _____

City _____

State _____

How were you referred to Company? _____

Employment Positions

Position(s) applying for: _____

Are you applying for?

- Regular part-time work? Y or N
- Regular full-time work? Y or N

What days and hours are you available for work?

If applying for temporary work, when will you be available?

If hired, on what date can you start working? ___ / ___ / ___

Can you work on the weekends? Y or N

Can you work evenings? Y or N

Are you available to work overtime? Y or N

Salary desired: \$ _____

Personal Information:

Have you ever applied to / worked for Company before? Y or N

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for Company? Y or N

If yes, state name & relationship: _____

If hired, would you have transportation to/from work? [] Y or [] N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) [] Y or [] N

If hired, are you willing to submit to and pass a controlled substance test? [] Y or [] N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed

Have you ever been convicted of a criminal offense (felony or misdemeanor)? [] Y or [] N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training and Experience

High School:

School name: _____

School address: _____

School city, state: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?

[] Y or [] N

If yes, please explain _____

Employment History

Are you currently employed? [] Y or [] N

If you are currently employed, may we contact your current employer? [] Y
or [] N

Below, please describe past and present employment positions, dating back
five years. Please account for all periods of unemployment. **Even if you
have attached a resume, this section must be completed.**

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, state, postcode: _____

Length of Employment (Include Dates): _____

Position & Duties:

Reason for Leaving:

May we contact this employer for references? [] Y or [] N