**APPLICATION FOR EMPLOYMENT**

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

***(PLEASE TYPE OR PRINT CLEARLY)***

|  |  |
| --- | --- |
| Positions(s) Applied For | Date of Application       /      / |
| How Did You Learn About Us?  Advertisement  Friend  Inquiry  Employment Agency  Relative  Other: | |

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| --- |
| Last Name First Name Middle Initial |
| Address City State Zip |
| Telephone Number Alternate Phone Number |

Social Security #

     /     /

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| Best time to contact you at home is      :      /     : |
| 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 |
| Do any of your friends or relatives, other than spouse, work here?  Yes  No  If Yes, state name, relationship and location |
| Are you currently employed?  Yes  No |
| May we contact your present employer?  N/A 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.* |
| Date available for work      /     /      What is your desired hourly salary range? |
| Are you available to work:  Full Time - please indicate  Mornings  Afternoons  Evenings  Part Time - please indicate  Mornings  Afternoons  Evenings  Temporary - please indicate dates available from      /      to      / |
| Are you currently on “lay-off” status and subject to recall?  Yes  No |
| Can you travel if a job requires it?  Yes  No |
| **WE ARE AN EQUAL OPPORTUNITY EMPLOYER** |

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Name and Address**  **of School** | **Course of Study** | **Years**  **Completed** | **Diploma/ Degree** |
| **High School** |  |  |  |  |
| **Undergraduate College** |  |  |  |  |
| **Graduate/ Professional** |  |  |  |  |
| **Other (Specify)** |  |  |  |  |

**WORK EXPERIENCE**

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| Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. |

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| --- | --- | --- | --- |
| Employer: | Dates Employed | | Work/Duties Performed |
| Address: | From | To |  |
| Telephone Number(s): |  |  |
| Starting/Present Job Title: | Hourly Rate/Salary | |
| Supervisor: | Starting | Final |
| Reason for Leaving: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Dates Employed | | Work/Duties Performed |
| Address: | From | To |  |
| Telephone Number(s): |  |  |
| Starting/Present Job Title: | Hourly Rate/Salary | |
| Supervisor: | Starting | Final |
| Reason for Leaving: |  |  |

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| --- | --- | --- | --- |
| Employer: | Dates Employed | | Work/Duties Performed |
| Address: | From | To |  |
| Telephone Number(s): |  |  |
| Starting/Present Job Title: | Hourly Rate/Salary | |
| Supervisor: | Starting | Final |
| Reason for Leaving: |  |  |

**PERSONAL/PROFESSIONAL REFERENCES** *Do not include family members or past supervisors.*

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| Name | Phone Number | Occupation | Relationship to Applicant |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

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Signature of Applicant Date