

Employment Application

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.

PLEASE PRINT

Position(s) Applied For	Date of Application
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How did you learn about the company? (circle one)

Advertisement
 Friend
 Walk-in
 Recruiting Firm
 Current Employee
 Other: _____

Last Name	First Name	Middle Name
Address Number	City	State
Street		Zip Code
Telephone Number(s) where we can contact you:		
Home: ()	Work: ()	Cell: ()
Social Security Number	Email Address	

Are you available to work: Regular Full-time, Hours: Regular Part-time, Hours:
 Temporary-Hours:

What is your desired salary Range? _____

Minimum Salary Acceptable (Optional): _____

Do any of your friends or relatives, other than spouse, work here? Yes No
 If Yes, state name, relationship and location: _____

If you are under 18 years of age, can you provide required proof of you eligibility to work? Yes No

Have you ever submitted an application with us before? Yes No

If yes, please give date: _____

Have you ever been employed with us before? Yes No

If yes, please give date: _____

Are you currently employed? Yes No

May we contact your present employer for references? Yes No

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

(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

EDUCATION

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

Special Skills and Qualifications

PC/MAC Spreadsheet Word Processing Others (list)

Publishing Web Pages Statistical Analysis

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

Language Skills

English Chinese Spanish Others (List): _____

List professional, trade, business, or civil activities and offices held.
 You may exclude memberships which may reveal sex, race, religion, national origin,
 age, or disability or other protected status:

References

Give name, address, and telephone number of three business references who are not related to you.

1. _____

2. _____

3. _____

Employment Experience

Start with your present or most recent position.

1. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
2. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		

Job Title	Start	Final	
Supervisor			
Reason for Leaving			

3. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

4. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

Degree In Process _____	Major Advisor _____
Work To Be Completed _____	Estimated Date For Completion _____

Comments: Include explanation of any gaps in employment.

If you need additional space, please continue on a separate sheet of paper.

Have you ever had any job-related training in the United States military? Yes No

If yes, please give date: _____

Are you able to perform the essential requirements of the job? Yes No

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?

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

I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, 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 documentation or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date