

Will you relocate if job requires it? _____ Will you travel if job requires it? _____

Are you able to meet the attendance requirements of the position? _____

Will you work overtime if required? _____

If no, please explain? _____

Have you ever pled “guilty” or “no contest” to, or been convicted of a crime, received a DUI, or were in possession of an illegal substance? _____

If yes, please provide date(s) and details _____

Answering yes to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation, and position applied for will be taken into account.

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (if necessary, please use additional information section for employment information). Explain any gaps in employment in comments section below.

Employer: _____

Dates Employed: _____

Address: _____

Telephone Number: _____

Summarize the type of work performed and job responsibilities: _____

Starting Job Title and Final Job Title: _____

Hourly Rate/Salary Starting: _____ Hourly Rate/Salary Final: _____

Immediate Supervisor and Title: _____

Reason for leaving? _____

May we contact this employer for a reference? _____

Employer: _____

Dates Employed: _____

Address: _____

Telephone Number: _____

Summarize the type of work performed and job responsibilities: _____

Starting Job Title and Final Job Title: _____

Hourly Rate/Salary Starting: _____ Hourly Rate/Salary Final: _____

Immediate Supervisor and Title: _____

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Starting Job Title and Final Job Title: _____

Hourly Rate/Salary Starting: _____ Hourly Rate/Salary Final: _____

Immediate Supervisor and Title: _____

Reason for leaving? _____

May we contact this employer for a reference? _____

Comments (including explanation of any gaps in employment): _____

Skills and Qualifications

Summarize any special training, skills, licenses and certificates that may qualify you as being able to perform job-related functions in the position for which you are applying? _____

Do you speak any other languages? If so, what language(s)? _____

Education

List the last three schools attended, starting with the most recent.

School: _____
Number of years completed: _____ Degree or Diploma: _____
GPA: _____ Major: _____ Minor: _____

Comments: _____

School: _____
Number of years completed: _____ Degree or Diploma: _____
GPA: _____ Major: _____ Minor: _____

Comments: _____

School: _____

Number of years completed: _____ Degree or Diploma: _____

GPA: _____ Major: _____ Minor: _____

Comments: _____

References

List name and telephone numbers of three business or work references who are **NOT** related to you and are **NOT** previous supervisors. If not applicable, list three school or personal references who are **NOT** related to you.

Name: _____

Telephone Number: _____ Email: _____

Number of years known: _____

Name: _____

Telephone Number: _____ Email: _____

Number of years known: _____

Name: _____

Telephone Number: _____ Email: _____

Number of years known: _____

Additional Information

List professional, trade, business, or civic associations and any offices held. **Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran reserve or national guard, or any other similarly protected status.**

Organization: _____

Offices held: _____

Organization: _____

Offices held: _____

Applicant Statement

I certify that all information I have provided to apply for and secure work with the employer is accurate, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive all rights and claims I may have regarding the employer, its agents, employees, or representatives for seeking, gathering and using such information in the employment process and all other persons, corporations, or organizations to furnish such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used to limit or excuse any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing expressed language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to submit to a background check, provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____

Date: _____