

Application for Employment



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: _____
Address: _____
Phone: _____ Best time to call: _____
Email: _____
Position(s) applied for: _____ Date of Application: _____

How were you informed of this position? (Please check the appropriate category and list source)

Walk-in _____ Employee _____
Advertisement _____ Website _____
Job Ad _____ Other _____

Are you legally eligible for employment in this county? Yes No
Date Available for work? _____ Will you relocate if job requires it? Yes No
Will you travel if job requires it? Yes No Do you have a driver's license? Yes No
What is desired salary range or hourly pay? \$ _____ per _____
Are you able to meet the attendance requirements of the position? Yes No
Will you work overtime if required? Yes No

If no, please explain: _____

Type of employment desired? Full-time Part-time Educational Co-Op
 Seasonal Temporary

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond

Have you entered into an agreement with any former employer or other party (such as a non-competition or non-solicitation agreement) that might, in any way, restrict your ability to work for our company?

Yes No

If yes, please explain: _____

Skills and Qualifications

Summarize any special training, skills, qualifications, licenses and or certifications that may assist you in performing the position for which you are applying:

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone	Dates Employed			
_____	_____	_____			
Address					

Starting job title / final job title	Immediate supervisor (for most recent position)	May we contact for reference?			
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your best guess as to how this supervisor would rate your overall performance?					
Excellent	Very Good	Good	Fair	Poor	Impossible to Provide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are leaving or have left the company, please indicate your motivation to leave.					
100% Mine	Mutual	100% Company's	Options don't fit	Circumstance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Why did you leave?					

What did you like most about the position?		What did you like least about the position?			
_____		_____			

Employer	Telephone	Dates Employed			
_____	_____	_____			
Address					

Starting job title / final job title	Immediate supervisor (for most recent position)	May we contact for reference?			
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your best guess as to how this supervisor would rate your overall performance?					
Excellent	Very Good	Good	Fair	Poor	Impossible to Provide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are leaving or have left the company, please indicate your motivation to leave.					
100% Mine	Mutual	100% Company's	Options don't fit	Circumstance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Why did you leave?					

What did you like most about the position?		What did you like least about the position?			
_____		_____			

Employer	Telephone	Dates Employed			
_____	_____	_____			
Address					

Starting job title / final job title	Immediate supervisor (for most recent position)	May we contact for reference?			
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your best guess as to how this supervisor would rate your overall performance?					
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If you are leaving or have left the company, please indicate your motivation to leave.					
100% Mine	Mutual	100% Company's	Options don't fit	Circumstance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Why did you leave?					

What did you like most about the position?		What did you like least about the position?			
_____		_____			

Employment History (cont.)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job?..... Yes No

If Yes, please explain: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	GPA	Major/Minor	Phone

References

List names and telephone numbers of three business/work reference 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	Title	Relationship to You	Telephone	Email	# of Years

Related Information

To what job-related organizations (professional, trade, etc.) do you belong? Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization	Offices Held

Related Information (cont.)

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

In your current or a prior job, have you ever written instruction or directions to be followed by employees or customers?

Yes No Not Applicable

If Yes, please explain: _____

Is there any other job-related information you want us to know about you?

Social Security Number

SS#: _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

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 any and all rights and claims I may have regarding the employer, its agents, employees or representatives, or seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations furnishing such information about me.

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

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at anytime, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at anytime, with or without cause and with or 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 provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This company likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his or her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

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 eliminate me from further consideration for employment, or may result in my immediate discharge from the employers service, whenever it is discovered.

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: _____

* Please email completed form to LaniL@GetzFire.com