

EMPLOYMENT APPLICATION

APPLICATION INSTRUCTIONS

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please read "APPLICANT NOTE."
2. Complete both sides of this form.
3. If more space is needed to complete any questions, use comments section on the back.
4. Print clearly : Incomplete or illegible applications will not be processed.
5. Some packets may have an attached AFFIRMATIVE ACTION QUESTIONNAIRE. This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment for refusing to complete the questions.
6. DO NOT FILL OUT ANY OTHER ATTACHED FORMS UNTIL INSTRUCTED.

TODAY'S DATE: _____/_____/_____

NAME: _____
LAST FIRST MI

SOCIAL SECURITY NUMBER: _____

HOME PHONE: _____
 WORK

PHONE: _____

CURRENT ADDRESS: _____

PRIOR ADDRESS: _____

APPLICANT NOTE This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and/or on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin, or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Additional testing of job related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review. Depending on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the company.

AVAILABILITY For which position are you applying? _____

What date can you start? _____ What category would you prefer? Full Time Part Time Temporary

For which days are you available? Weekdays Weekends Evenings Nights Overtime Other

EDUCATION Please circle the highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

NAME	CITY/STATE	GRADUATE?	DEGREE
HIGH SCHOOL			
COLLEGE			
OTHER			

SECURITY List states and counties of residence for the past seven years. _____

Yes No Have you used any names or Social Security Numbers other than those on this page? If so, please list on back.

Yes No Have you been convicted of, or served time for a felony in the past seven years? (In accordance with company policy this information will be reviewed for job relatedness and time since last conviction.)

JOB RELATED SKILLS NOTE: Do not fill out any part of this section you believe to be non-job related.

List languages in which you are fluent. _____

Yes No If the job requires, do you have the appropriate valid drivers license?

DL# _____ Type _____ State of issue _____

Yes No Have you had any moving violations? Please Describe _____

Please list any other skills, licenses or certificates that may be job-related or that you feel would be of value to this job or company. _____

Yes No Have you been given a job description or had the requirement of the job explained to you?

Yes No Do you understand these requirements?

Yes No Can you perform the requirements of this job with or without reasonable accommodation?

