



JOB APPLICATION



PLEASE NOTE: Complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Name and Address

Name (First, MI, Last)

Mailing Address

City, State, and Zip Code

Home Phone

Message Phone

E-mail Address

May we use e-mail to contact you? ☐ YES ☐ NO

Additional Information

Have you been an employee of this organization in the past? ☐ YES ☐ NO

I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration).** ☐ YES ☐ NO

I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.** ☐ YES ☐ NO

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?** ☐ YES ☐ NO

If YES, please explain:

****These questions must be answered in order to be considered for employment.**

Education *(Schools attended or special training received)*

School	From	To	Did you graduate?
Location		Type of degree or diploma	
School	From	To	Did you graduate?
Location		Type of degree or diploma	

Work History

Job Title	From	To	Hrs/Week	Employer
Address		Phone	Supervisor	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

Reason for leaving?

Job Title	From	To	Hrs/Week	Employer
Address		Phone	Supervisor	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

Reason for leaving?

Job Title	From	To	Hrs/Week	Employer
Address		Phone	Supervisor	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

Reason for leaving?

How did you find out about this position?

Current Employee <input type="checkbox"/>	Career Fair <input type="checkbox"/>	State Website <input type="checkbox"/>	Company Newsletter <input type="checkbox"/>	Job Service <input type="checkbox"/>
Monster.com <input type="checkbox"/>	Newspaper Ad <input type="checkbox"/>	Other Internet Source <input type="checkbox"/>	Prof. Org. website <input type="checkbox"/>	Radio/TV Ad <input type="checkbox"/>
	Recruiter <input type="checkbox"/>	University/College <input type="checkbox"/>	None of the Above <input type="checkbox"/>	

Job Type/Shift

Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	6 Month <input type="checkbox"/>
9 Month <input type="checkbox"/>	Seasonal <input type="checkbox"/>	Limited Service <input type="checkbox"/>	Shift <input type="checkbox"/>	Night <input type="checkbox"/>

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with this company terminated.

Signature

Date

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