

APPLICATION FOR EMPLOYMENT

Please print

An Equal Opportunity Employer

*We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability.
It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.*

Position(s) applied for _____ Date of application _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # _____ Cell Phone # _____

Social Security # _____ Are you 18 years of age or older? _____

Referral Source (How did you hear about us?) _____

Have you ever been employed here before? If yes, give dates & positions _____

Are you legally eligible for employment in this country? _____

Date available for work _____ What is your desired salary range? _____

Type of employment desired _____ Full-time _____ Part-time _____ Temporary

Specify days and hours if part-time _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? _____

If yes, please provide dates and details _____

Educational Background

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

School (Include City & State)	Years Completed	Degree Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work History

Begin with the most recent, list all past employers (use additional paper if needed), including any pertinent military experience.

Employer _____ Telephone # _____

Address _____

Street

City

State

Type of Business _____ Immediate Supervisor _____

Exact job title _____ Dates employed-From _____ To _____

Earnings at hire _____ At termination _____

Reason for leaving _____

Description of duties _____

Employer _____ Telephone # _____

Address _____

Street

City

State

Type of Business _____ Immediate Supervisor _____

Exact job title _____ Dates employed-From _____ To _____

Earnings at hire _____ at termination _____

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Employer _____ Telephone # _____

Address _____

Street

City

State

Type of Business _____ Immediate Supervisor _____

Exact job title _____ Dates employed-From _____ To _____

Earnings at hire _____ at termination _____

Reason for leaving _____

Description of duties _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills

Answer yes or no. If yes, list number of years of experience.

Word processing _____

Spreadsheet _____

Presentation _____

E-Mail _____

Internet _____

Other _____

Personal References (not former employers or relatives)

Name & Occupation	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Affidavit

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, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for 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 employer requires drug testing as a precondition of employment.**

I understand that this application remains current for six months. 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 any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, 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 express language are valid unless they are in writing and signed by the owner of the practice.

In consideration for employment with this employer, I agree to conform to the rules and regulations of the employer as set forth in the employee handbook and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or be added to by the employer at any time, at the employer's sole option and without any prior notice to me.

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.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AFFIDAVIT.

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

Signature of Applicant _____ **Date** _____