



APPLICATION FOR EMPLOYMENT

Equal access to programs, services, and employment opportunities is available to all persons without regard to age, ancestry, color, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex (including pregnancy, childbirth, breastfeeding, and/or related medical conditions, sexual orientation, or any other basis protected by federal, state, and/or local laws).

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodation for the application and /or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process providing written materials in an alternate format such as braille, large print, or audio recording, using a sign language interpreter, using specialized equipment, or modifying testing conditions.

Personal Information

Date _____

Name _____

Address _____

Phone Number _____ Email address _____

Are you lawfully authorized to work in the United States? Yes No

If you are under 18 and it is required, can you provide a work permit? N/A Yes No

Employment Desired

Position _____ Desired pay _____ per hour

When can you start? _____

Are you looking for full-time employment? Yes No

If wanting part-time, what hours are you available? _____

Education

	School name and location	Year	Major	Degree/Certification
High School	_____	_____	_____	_____
College	_____	_____	_____	_____

General

Subjects of special study or research work _____

Special skills _____

Activities _____

US Military Service? Yes No If yes, rank _____

Present membership in the National Guard or reserves? Yes No

Former Employment

Start date/ End date	Name/ Address	Pay rate	Position	Reason for leaving

Which of these jobs did you like the best? _____

What did you like most about this job? _____

References

Give the names of three people not related to you, whom you have known for at least one year

Name	Contact information	Business	Years acquainted

In case of emergency please notify

Name _____ Phone _____

Address _____

I certify that all the information I have provided in order to apply for 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 to 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 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 employer’s president.

I 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 business follows federal laws and uses the E-Verify service, for identification verification.

I understand that reasonable safeguards will be taken to protect personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer’s affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate, or third party is to be used solely to perform the services requested by the employer.

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 of his or her age, ancestry, color disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race religion, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, or any other protected status under applicable federal, state or local law.

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 employer’s service, whenever it is discovered.

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

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

Signature Date