

APPLICATION FOR EMPLOYMENT

Please note that there are many forms for applications available online. Depending on what state you are recruiting in and whether you are an at-will employer, your application may include different language regarding employment. Below is a sample of a common application for an at-will employer.

<i>Company Name and logo – insert your company name and logo here.</i>		
Application for Employment		
<i>Address of Company</i>		
Please print in ink		
PERSONAL		
NAME		
ADDRESS		
CITY	STATE	ZIP
POSITION DESIRED		
Can you perform the essential functions of the position for which you are applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please explain:		
When are you available to begin work?		
Are you legally eligible to be employed in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you over the age of 18 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any relatives who work for (<i>Company Name</i>)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, who:		
Have you ever done any volunteer work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe:		

When are you available to work (check all that apply):			
<input type="checkbox"/> Days	<input type="checkbox"/> Full Time		
<input type="checkbox"/> Nights	<input type="checkbox"/> Part Time		
<input type="checkbox"/> Weekends			
Are you presently employed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, may we contact your current employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, why are you considering leaving?			
Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain:			
EDUCATION			
Name and City of School	Course of Study	Number of years completed	Diploma/ Degree received
High School			
College/ University			
Vocational/Trade School			
Graduate work			
Other			
Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe:			
List academic honors, extracurricular activities, offices held, etc. in high school or college (omit any that reflect your race, color, religion, age, sex, sexual orientation, marital status or disabilities):			

EMPLOYMENT

Beginning with your current employer, please list all employment for the last 15 years. Add additional sheets if necessary.

Name of Employer		Telephone	
Full Address			
Supervisor's name & title			
Dates employed	From (Month/Year)	To (Month/Year)	Rate of pay \$
Briefly describe the work performed			
Name of Employer		Telephone	
Full Address			
Supervisor's name & title			
Dates employed	From (Month/Year)	To (Month/Year)	Rate of pay \$
Briefly describe the work performed			
Name of Employer		Telephone	
Full Address			
Supervisor's name & title			
Dates employed	From (Month/Year)	To (Month/Year)	Rate of pay \$
Briefly describe the work performed			

PERSONAL REFERENCES

Give three references who can describe your character and work ethic (no relatives):

Name	Occupation
Full Address	Telephone
Name	Occupation
Full Address	Telephone
Name	Occupation
Full Address	Telephone

ACKNOWLEDGMENT

Applicants will receive consideration for positions, without regard to race, color, religion, age, sex, sexual orientation, marital status, disabilities, gender identity and equally to disabled veterans and veterans of the Vietnam Era, except where there is a bona fide occupational qualification.

I understand that failure to reveal any prior employer or giving false or misleading information by me on any part of this Application for Employment can be grounds for disqualification or termination from the company. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice. The above information is true and accurate.

Signed

Date