



Application for Employment

We consider applicant for all positions without regard to race, religion, gender, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(Please Print)

Position Applied For		Date of Application	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Relative			
Other (Please Specify) _____			
Last Name		First Name	Middle Name
Address			
Number	Street	City	State Zip Code
Telephone Number(s)	Home	Work	Mobile

- If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
- Have you ever filed an application with us before? Yes No
 If Yes, give date _____
- Have you ever been employed with us before? Yes No
 If Yes, give date _____
- Are you currently employed? Yes No
- May we contact your present employer? Yes No
- Are you prevented from lawfully becoming employed in this country because
 of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. Yes No

On what date would you be available to work? _____
 Are you available to work:

- Full Time Part Time Shift Work Temporary

Have you ever had any job-related training in the United States Military? Yes No

If Yes, Please explain: _____

Education

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name & Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

Indicate any foreign languages you can speak, read and / or write

Speak			
Read			
Write			

List any professional trade, business, or civic activities and offices held.

You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry handicap or other protected status.

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

- _____
- _____
- _____

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, religion, gender, national origin, handicap or other protected status.

1.	Employer	Date Employed From To	Work Performed
	Address		
	Telephone #'s		
	Job Title Supervisor		
	Reason for Leaving		
2.	Employer	Date Employed From To	Work Performed
	Address		
	Telephone #'s		
	Job Title Supervisor		
	Reason for Leaving		
3.	Employer	Date Employed From To	Work Performed
	Address		
	Telephone #'s		
	Job Title Supervisor		
	Reason for Leaving		
4.	Employer	Date Employed From To	Work Performed
	Address		
	Telephone #'s		
	Job Title Supervisor		
	Reason for Leaving		

If you require additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skill and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby acknowledge that any employment relationship with this college is of an "at will" nature, which means that the Employee may resign at any time and the college may discharge the Employee at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the College. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies, rules, and regulations of the College.

Signature of Applicant _____ Date _____