

APPLICATION FOR EMPLOYMENT



All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status or any other protected classification, in accordance with applicable federal, state, and local laws. We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Please print.

Position(s) Applied For		Date of Application		
Print Name (Last, First, & Middle)				
Street Address		City	State	Zip Code
Main Phone Number	Alternate Phone Number	Email		

GENERAL INFORMATION

1. Have you ever worked for this company before?..... Yes No
 If yes, please give dates and position: _____
2. Do you have friends and/or relatives working for this company?..... Yes No
 If yes, name(s) and relationship(s): _____
3. If hired, would you have a reliable means of transportation to and from work?..... Yes No
4. Are you over 18 years old?..... Yes No
5. Are you legally eligible for employment in the United States?..... Yes No
 If hired, can you provide documentation to verify your eligibility?..... Yes No
6. What is your desired pay rate? _____
7. On what date are you available to begin work? _____
8. Are you available to work? Full-time Part-time Shift Work Temporary
9. Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
LUNCH/BRUNCH							
DINNER							
LATE NIGHT	X	X	X				X

10. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes No

EMPLOYMENT EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time.

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address	Dated Employed (Month/Year)	
	From	To
Phone Number	Starting Pay Rate	Ending Pay Rate
Job Title and Duties	Reason for Leaving	

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	From	To
Phone Number	Starting Pay Rate	Ending Pay Rate
Job Title and Duties	Reason for Leaving	

May we contact your current employer?..... Yes No

Have you ever been involuntarily terminated or asked to resign from any job?..... Yes No
If yes, please explain

Please explain any gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

In the last ten years, have you ever been convicted of a crime other than a traffic offence?..... Yes No
If yes, please explain (a conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered)

EDUCATION

Please describe your educational background in the table provided below.

	School Name	Years Completed	Diploma/ Degree (Yes/No)	Area of Study/Major	Specialized Training, Skills, or Extra- Curricular Activities
High School					
College/ University					
Graduate/ Professional School					
Trade School					
Other					

BUSINESS AND PROFESSIONAL REFERENCES

Please list three professional references of individuals who are **not** related to you.

Name and Title	Relationship	Phone Number or Email

PERSONAL REFERENCES

Please list three people who know you well.

Name and Title	Relationship and Years Acquainted	Phone Number or Email

APPLICANT STATEMENT AND AGREEMENT

I hereby certify that the answers given by me are true and correct to the best of my knowledge and authorize City & State to verify their accuracy and to obtain reference information on my work performance. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of City & State. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause, and I understand that no representative of the company has the authority to make any modifications, either verbally or in writing to the contrary.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.

Signature: _____

Name (print): _____ **Date:** _____