

# EMPLOYMENT APPLICATION

**APPLICANT INFORMATION:**

Today's Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last*                      *First*                      *Middle*

Home Phone: \_\_\_\_\_                      Work Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:**

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

- 1. Please thoroughly read all statements contained in this Application form.
- 2. Complete all pages of this form completely and accurately.
- 3. Print clearly. Incomplete or illegible applications will not be processed.
- 4. Do not fill out any other attached forms unless and until instructed.

**APPLICANT NOTE:**

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after **30** days. If at any time after this point you wish to be considered for employment with this company, another application will have to be completed.

**EEO STATEMENT**

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

**AVAILABILITY**

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

Are you under the age of 18, and can you provide proof of eligibility to work?  Yes  No

On what date can you start \_\_\_\_\_

What job category would you prefer?  Full-time  Part-time  Temporary  On Call/Casual

For what schedules would you be available?  Weekdays  Weekends  Days  Evenings  Overtime  
 All Shifts  Other \_\_\_\_\_

**EDUCATION**

Please circle highest grade completed: 7 8 9 10 11 12 13 14 15 16 16+

| NAME        | CITY/STATE | DEGREE EARNED |
|-------------|------------|---------------|
| High School |            |               |
| College     |            |               |
| Other       |            |               |

**BACKGROUND**

Yes  No Have you ever been convicted of a crime (other than a moving violation) or served time? If so, please describe below.  
*(Conviction of a crime does not automatically disqualify you from employment. Illinois applicants: you are not required to disclose sealed or expunged records of convictions.)*

| INCIDENT | CITY/STATE | CHARGE |
|----------|------------|--------|
| 1.       |            |        |
| 2.       |            |        |
| 3.       |            |        |

**JOB-RELATED SKILLS**

- Yes  No Have you received a job description or had the requirements of the job explained to you?
- Yes  No Do you understand these requirements?
- Yes  No Can you perform the requirements of this job with or without reasonable accommodation?

If the job requires you to drive, do you have the appropriate valid driver's license?  Yes  No  
DL# \_\_\_\_\_ Type \_\_\_\_\_ State of Issue \_\_\_\_\_

Have you had any moving violations?  Yes  No

If "Yes" please describe \_\_\_\_\_

Please list any other skills, licenses or certificates that may be job-related or that you feel would be of value to this job or our organization. \_\_\_\_\_

**EMPLOYMENT HISTORY**

Your application may not be considered unless every question is answered. Since we may contact previous employers, correct telephone numbers are essential.

|                                     |   |                      |  |                                       |
|-------------------------------------|---|----------------------|--|---------------------------------------|
| <b>MOST RECENT EMPLOYER</b>         | <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Are you currently working for this employer?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, may we contact your current employer?</b> |                      |  |                                       |
|                                     | _____<br><b>Company Name</b>  | _____<br><b>City</b> | _____<br><b>State</b>  | (   )<br>_____<br><b>Phone Number</b> |
|                                     | _____<br><b>Dates Employed</b>  |                      | _____<br><b>Supervisor's Name/Number</b>   |                                       |
|                                     | _____<br><b>Job Title</b>   |                      | \$ _____<br><b>Pay</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Annually |                                       |
| _____<br><b>Duties</b>              |   |                      |  |                                       |
| _____<br><b>Reasons for Leaving</b> |   |                      |  |                                       |
| <b>SECOND MOST RECENT EMPLOYER</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Are you currently working for this employer?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, may we contact your current employer?</b> |                      |  |                                       |
|                                     | _____<br><b>Company Name</b>  | _____<br><b>City</b> | _____<br><b>State</b>  | (   )<br>_____<br><b>Phone Number</b> |
|                                     | _____<br><b>Dates Employed</b>  |                      | _____<br><b>Supervisor's Name/Number</b>   |                                       |
|                                     | _____<br><b>Job Title</b>   |                      | \$ _____<br><b>Pay</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Annually |                                       |
| _____<br><b>Duties</b>              |   |                      |  |                                       |
| _____<br><b>Reasons for Leaving</b> |   |                      |  |                                       |
| <b>THIRD MOST RECENT EMPLOYER</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Are you currently working for this employer?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, may we contact your current employer?</b> |                      |  |                                       |
|                                     | _____<br><b>Company Name</b>  | _____<br><b>City</b> | _____<br><b>State</b>  | (   )<br>_____<br><b>Phone Number</b> |
|                                     | _____<br><b>Dates Employed</b>  |                      | _____<br><b>Supervisor's Name/Number</b>   |                                       |
|                                     | _____<br><b>Job Title</b>   |                      | \$ _____<br><b>Pay</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Annually |                                       |
| _____<br><b>Duties</b>              |   |                      |  |                                       |
| _____<br><b>Reasons for Leaving</b> |   |                      |  |                                       |

**REFERENCES**

**Include only individuals familiar with your work capabilities. Do not include relatives.**

| NAME | ADDRESS/PHONE | YEARS KNOWN/RELATIONSHIP |
|------|---------------|--------------------------|
| 1.   |               |                          |
| 2.   |               |                          |
| 3.   |               |                          |

**CERTIFICATION**

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the Company or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

**AUTHORIZATION**

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicant's Full Name *(please print)* \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_