

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and the selection decisions be based on job-related factors.

Individuals who need assistance with any phase of the application process should notify the person who gave them the application to request a reasonable accommodation. Complete all the application in its entirety, including "Not Applicable" or "See Resume" responses. No action can be taken on this application until you have answered all questions. Use blank paper or submit your supplemental resume if you do not have enough room on this application. Use only blue or black ink and **PLEASE PRINT**, except for the signature field.

APPLICANT INFORMATION

Last Name		First Name		Middle Initial	Additional surnames or aliases		
Email address		Phone Number					Are you 18 or over? Yes <input type="radio"/> No <input type="radio"/>
Present Street Address		City	State	Zip Code	Years / Months Lived Here		
Previous Street Address		City	State	Zip Code	Years / Months Lived Here		
1. Have you or are you submitting a resume in addition to this application? Yes <input type="radio"/> No <input type="radio"/>							
2. Have you ever applied here before? Yes <input type="radio"/> No <input type="radio"/> If yes, when? _____							
3. Have you ever worked here before? Yes <input type="radio"/> No <input type="radio"/> If yes, when? _____							

AVAILABILITY

Hours or days you are generally not available	Date You Can Start
1. Do you have reliable transportation? Yes <input type="radio"/> No <input type="radio"/>	
2. If hired, can you furnish proof you are legally eligible to work in the United States? Yes <input type="radio"/> No <input type="radio"/>	
3. Which category would you prefer? Full time <input type="radio"/> Part time <input type="radio"/> Temporary <input type="radio"/> Seasonal Intern <input type="radio"/>	
4. Are you available for travel? 0% <input type="radio"/> 10% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100% <input type="radio"/>	
5. If employed, do you expect to be engaged in any additional business or employment outside of our job? Yes <input type="radio"/> No <input type="radio"/>	
o If yes, please explain: _____	

JOB-RELATED

Position Desired	Annual Wage Desired	Approx. words per min	Referred by
1. Have you received a job description for the job in which you are applying? Yes <input type="radio"/> No <input type="radio"/>			
2. Do you understand the essential functions? Yes <input type="radio"/> No <input type="radio"/>			
3. After carefully reviewing the job description and physical requirements of the job in which you are applying, are you able to perform the essential functions of the job with or without reasonable accommodation? Yes <input type="radio"/> No <input type="radio"/>			
o If no, please explain: _____			

SKILLS

Select and rank your skill sets using the options on the last page.

Most skilled , with your strongest skill at 1. 1. 2. 3. 4. 5.	Need more skill , with the area needing most development at 1. 1. 2. 3. 4. 5.
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Please describe any skills or additional training possessed related to the job that have not been covered elsewhere.

EDUCATION

High School	_____	Graduated?	_____
or GED	Institute Name	Yes <input type="radio"/> No <input type="radio"/>	Degree Type
College	_____	Graduated?	_____
	Institute Name	Yes <input type="radio"/> No <input type="radio"/>	Degree Type
Other	_____	Graduated?	_____
	Institute Name	Yes <input type="radio"/> No <input type="radio"/>	Degree Type

Subjects studied _____

PROFESSIONAL

Do you hold any professional licenses or certifications related to this job?

License /Certification Name	_____
License /Certification Number	_____
Issuing State	_____
Expiration	_____

List professional, trade, business or civic activities and offices held or awards, honors, etc. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status. _____

CRIMINAL HISTORY

Please note that a "Yes" answer to any of the following questions will not necessarily disqualify you from employment. Factors such as age of the offense, seriousness and nature of the violation and rehabilitation will be considered when making an employment decision.

1. Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest." **Do not** include convictions that were sealed or expunged pursuant to a court order. Exclude minor traffic violations.) Yes No
 - o If yes, please explain: _____
2. Are you currently awaiting trial for any criminal offense? Yes No
3. Have you ever initiated an act of violence in the workplace? Yes No

FOR DRIVING JOBS ONLY

1. Do you have a valid driver's license? Yes No
2. Have you had your driver's license suspended or revoked in the last 3 years?
 - o If yes, please explain: _____

Name on license	DL#	Class	State Issued	Expiration
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REFERENCES

Include only persons familiar with your work ability that you have known for at least 2 years and are not related to you or for not already listed as supervisors.

Reference Name	Years Known	Relationship	Phone Number
Reference Name	Years Known	Relationship	Phone Number
Reference Name	Years Known	Relationship	Phone Number

EMPLOYMENT HISTORY

Provide the following information for your past employers, assignments or volunteer activities, starting with the most recent. Please note that your application may not be considered unless every question in this section is answered. Since we make every effort to contact previous employers, the correct telephone numbers of all past employers are important.

Have you ever been fired from a job or asked to resign? Yes No If yes, please explain: _____

1ST RECENT EMPLOYER

May we contact this employer? Yes No _____

Contact after date

Company Name

City, State

Phone Number

Start Date

End Date

Job Title

Immediate Supervisor and Title

Job Duties

Job Duties (continued)

Type of Organization

Reason for leaving

2ND RECENT EMPLOYER

May we contact this employer? Yes No _____

Contact after date

Company Name

City, State

Phone Number

Start Date

End Date

Job Title

Immediate Supervisor and Title

Job Duties

Job Duties (continued)

Type of Organization

Reason for leaving

3RD RECENT EMPLOYER

May we contact this employer? Yes No _____

Contact after date

Company Name

City, State

Phone Number

Start Date

End Date

Job Title

Immediate Supervisor and Title

Job Duties

Job Duties (continued)

Type of Organization

Reason for leaving

CONSENT TO DISCLOSURE OF INFORMATION

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING. I certify that my answers to the foregoing questions are true and correct and understand that any false or misleading information or omission on the application shall be sufficient cause for rejection of this application or immediate dismissal if discovered at a later date.

I understand that an investigative background check may be made whereby information is obtained through various checks, such as: employment, education, credit, criminal, civil, social security trace, address history, sex offender, terrorism, driving, references, and personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I hereby authorize release of any such background information and ask my former employer(s) and all the persons named herein who might have information concerning me, to give any information and hereby release each person and organization from any liability for any damage whatsoever which I could or might claim because of such disclosure. Should the Company hire you, the Company may use, at any time during your employment, outside agents or representatives to perform investigations surrounding any claim of wrongdoing, including, but not limited to, sexual harassment, theft or fraud.[MH1]

I understand that all employees which are hired are done so on a temporary 90-day probationary period. I understand that the use of this form does not indicate that there are positions open and does not in any way obligate the Company. If employed, I agree to abide by and observe all Company rules and regulations. I understand that compliance with the Company drug/alcohol policy is a mandatory requirement for continued employment with the Company. I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.[MH2]

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENT BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature

Date

Skills List

1. Achievement/Effort
2. Active Learning
3. Active Listening
4. Adaptability/Flexibility
5. Analytical Thinking
6. Attention to Detail
7. Complex Problem Solving
8. Concern for Others
9. Cooperation
10. Coordination
11. Critical Thinking
12. Deductive Reasoning
13. Dependability
14. Discretion
15. Fluency of Ideas
16. Independence
17. Inductive Reasoning
18. Initiative
19. Innovation
20. Instructing
21. Integrity
22. Judgement and Decisions Making
23. Leadership
24. Learning Strategies
25. Mathematics
26. Memorization
27. Monitoring
28. Negotiation
29. Perceptual Speed
30. Persistence
31. Persuasion
32. Problem Sensitivity
33. Professionalism
34. Reading Comprehension
35. Selective Attention
36. Self-Control
37. Service Orientation
38. Social Orientation
39. Social Perceptiveness
40. Speaking
41. Stress Tolerance
42. Time Management
43. Troubleshooting
44. Visualization
45. Written Comprehension
46. Written Expression