

Company Name: _____

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

(Please Print)

Position(s) Applied For	Shift Available to Work:	Date of Application
	<input type="checkbox"/> Day <input type="checkbox"/> Afternoon <input type="checkbox"/> Night	

How Did You Learn About Us?

Advertisement Walk In Employment Agency
 Friend / Relative _____ Other _____

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Number(s)	Social Security Number:				

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

Pay expected \$ _____/hour \$ _____/year

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 for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are currently on "lay-off" status and subject to recall?

Yes No

Will you work overtime if asked?

Yes No

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Name

Position

Date

Education

	Name and Address of School	Course of Study	Years Completed	Receive Diploma or Degree?
High School /GED				
College / Trade				
Graduate / Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Describe any job related training received in the United States military

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, color, religion, gender, national origin, disabilities or other protected status.

(1) Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate / Salary		
		Starting	Ending	
Job Title	Supervisor (Name and Title)			
Reason for Leaving	May we contact?			
(2) Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate / Salary		
		Starting	Ending	
Job Title	Supervisor (Name and Title)			
Reason for Leaving	May we contact?			
(3) Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate / Salary		
		Starting	Ending	
Job Title	Supervisor (Name and Title)			
Reason for Leaving	May we contact?			
(4) Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate / Salary		
		Starting	Ending	
Job Title	Supervisor (Name and Title)			
Reason for Leaving	May we contact?			

If you need additional space, please continue on the back of this sheet of paper

List professional, trade, business or civic activities and offices held
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status

Additional Information

Other Qualifications

Summarize special job related skills and qualifications acquired from employment or other experience

Specialized Skills (Check Skills/Equipment Operated)

		Production / Mobile Machinery (List)	Other (List):
<input type="checkbox"/> Calculator / 10 key	<input type="checkbox"/> Computers		
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Word Processing		
<input type="checkbox"/> PBX system	<input type="checkbox"/> Excel Spreadsheets		
<input type="checkbox"/> Fax	<input type="checkbox"/> Data Base		

State any additional information you feel may be helpful to us in considering your application

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB WHICH YOU ARE APPLYING.

Are you capable of performing the essential functions of the job, with or without a reasonable accommodation. the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes No

References

(1) Name	Phone # :
Address	
(2) Name	
Address:	Phone # :
(3) Name	
Address:	Phone # :

Applicant's Statement

I certify that 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 one year. 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 understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that 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 this organization.

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 rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____ Interviewer _____ Date _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate / Salary _____ Department _____

Shift _____ Starting Date _____ Supervisor _____

Notes:

Partners In Jobs, LLC

160 Conemaugh Street, Blairsville, PA 15717-1317

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