**Application for Employment**

**An Equal Opportunity Employer**

To be considered an applicant, you must complete this form. A resume may also be attached. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for your signature. This application is to fill the current open position only.

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| Personal Information: |
| Name: |
| Last First Middle Other Names Used  Address: |
| Street City State Zip  Telephone: |
| Home Cell Message |
| Email Address: |
| Webpage Address(es): |
| Position Applying For: |
| Job Title: |
| Are you applying for: What shifts will you work? May we contact your present employer:   F/T  P/T  Temp/Seasonal  Days  Nights  Yes  No |
| Available Start Date: |

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| Are you legally eligible to work in the United States:  Yes  No  (Federal Law requires proof of identity and employment authorization for all new employees.) | | | | | |
| Can you travel if the job requires it?  Yes  No Do you have a valid driver’s license?  Yes  No State:\_\_\_ Class Type \_\_\_\_ | | | | | |
| Education/Training | | | | | |
| **School** | **Name** | **Location** | **Dates Attended**  **From/To:** | **Diploma, Degree & Major** | **Graduated?** |
| High School |  |  |  |  |  |
| College |  |  |  |  |  |
| Other (Business, Vocational, Military) |  |  |  |  |  |

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| Employment History (Please start with the most recent, ending with Age 18, excluding part time positions held while obtaining higher education – Use Additional Paper as necessary.): |
| Employer: |
| Address: |
| Street City State Zip  Telephone: Supervisor Name: |
| Dates From: To: Final Rate of Pay: |
| Position Held: |
| Reason for Leaving: |
| Next Employer |
| Employer: |
| Address: |
| Street City State Zip  Telephone: Supervisor Name: |
| Dates From: To: Final Rate of Pay: |
| Position Held: |
| Reason for Leaving: |
| Next Employer |
| Employer: |
| Address: |
| Street City State Zip  Telephone: Supervisor Name: |
| Dates From: To: Final Rate of Pay: |
| Position Held: |
| Reason for Leaving: |

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| Technology Skills ( List all skills & Software Applications you have experience using) |
| Word Processing:  Spreadsheet:  Other Software:  Database:  Microsoft Office?  Yes  No Powerpoint  Yes  No |
| Scanner?  Yes  No Copier  Yes  No  Digital Phone Systems?  Yes  No |
| Explain Internet Skills, Including Email Usage: |
| Professional Licenses or Certificates Held: |
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| References |
| Personal Reference (Please list the names of three (3) persons not related to you by blood or marriage.) |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Last First Middle  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Street City State Zip  Telelphone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Other  Connection to You (i.e. friend, co-worker) |
| Personal Reference |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Last First Middle  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Street City State Zip  Telelphone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Other  Connection to You (i.e. friend, co-worker) |
| Personal Reference |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Last First Middle  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Street City State Zip  Telelphone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Other  Connection to You (i.e. friend, co-worker) |