

Employment Application Form

Application Date _____

Interview Date _____

General Information

Last Name _____ First Name _____ Initial _____ Social Security No. _____

Address _____ Home Telephone _____

City, State, Zip _____ Message Telephone _____

Position Applied For _____ Salary Desired _____

Date Available _____ Hours Available _____

FULLTIME PARTIME TEMPORARY PERMANENT

Are you able to perform the essential job functions of the position you are applying with or without reasonable accommodations? YES NO

If hired, will you be able to work overtime? YES NO

Are you at least 18 years of age? YES NO

If under 18, do you have a work permit? YES NO

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? A yes response does not automatically disqualify your application. If yes, please explain. YES NO

Education Information

School _____ Address _____ Major Studies _____ Degree, Diploma, License or Certificate (list type and date) _____

High School _____

Vocation/Business/Other _____

College/university _____

College/university _____

Graduate _____

Other Special Knowledge, Skills or Qualifications (list any construction or manufacturing equipment, office skills, technical equipment or training) _____

Military Service (list dates, ranks and training) _____

For Clerical Applicants Only:

Do you type? NO YES: _____ WORDS PER MINUTE

Computer Skills (hardware/software) _____