



Application for Employment

We are an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions: or your application will be deemed incomplete and may not be considered. Please fill out each box completely. Applications with missing or invalid job numbers will not be considered for any position.

Position Applying For:

Other Names:

Name (Last, First, Middle):

Phone:

Secondary Phone:

E-mail:

Home Address:

Are you Eligible to work in the United States? Yes No Are you 18 years or older? Yes No

Have you ever been employed by us? Yes No Which Company?

Have you ever been convicted of crime? Yes No If Yes, Please Explain:

If required for position, do you have a valid driver's license?

Yes No Driver's License #

Are you related, or are you being referred by any current company employee? Yes No

How did you learn about this employment opportunity? Other:

Education

K-12	Name of School	Did you graduate? Yes No	If no years, left?
College	Name of School	Did you graduate? Yes No	Area of Study
College	Name of School	Yes No	Area of Study

Other Credentials/Licenses/professional affiliations (relevant to the position applying for):



SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert).

WORK EXPERIENCE-Please detail your work history below. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment including full-time military or volunteer commitments.

PLEASE NOTE: The Employer reserves the right to contact all current and former employers for reference information.

Dates Employed

to

Starting Salary

If part-time, #
of hrs. worked
a week

Final Salary

Organization Name

Organization Phone #

Supervisor's Name

Organization Address

Primary Duties

Reason for leaving

Dates Employed

to

Starting Salary

If part-time, #
of hrs. worked
a week

Final Salary

Organization Name

Organization Phone #

Supervisor's Name

Organization Address

Primary Duties

Reason for leaving

May we contact your references?

Yes

No



PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.

I give my authorization to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.

I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that my employment is a serve at-will employment, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

In consideration of employment, employees will be exposed to information and materials which are confidential and proprietary and of vital importance to the economic well-being of the company. Employees will not at any time disclose or use any information, knowledge or data which they receive or develop during their employment, which is considered proprietary by or which relates to the trade secrets of the company.

I understand that the first 90 days of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Employee Signature

Date