

Unit Three - Shakers and Movers

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Personal Data

Position Applied For:	Date:
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Name (last, first, middle)

Social Security Number

Address

City	State	Zip Code
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Home Phone () Message Phone ()

If employed, can you provide proof of U.S. citizenship? YES NO N/A

Are you 18 or over? YES NO

Referred by: Advertisement Employment Agency Friend Relative Walk-In Other

On what date would you be available for work?

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

Are you currently on "lay-off" status and subject to recall? YES NO

Can you travel if a job requires it? YES NO

Education Record

High School

Address

Degrees or Diplomas

College/University

Address

Degrees or Diplomas

Trade or Technical Training

Address

Degrees or Diplomas

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Military Service

Branch of Service

Dates of Service

Duties / Special Training

Employment History

Begin with most recent employer. Attach additional sheet(s) if needed.

1. Employer Dates of Employment

Address

City State Zip Code

Phone () Beginning Salary Ending Salary

Title / Duties

Manager's Name

Why did you leave?

2. Employer Dates of Employment

Address

City State Zip Code

Phone () Beginning Salary Ending Salary

Title / Duties

Manager's Name

Why did you leave?

3. Employer Dates of Employment

Address

City State Zip Code

Phone () Beginning Salary Ending Salary

Title / Duties

Manager's Name

Why did you leave?

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

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

Personal Data

Have you ever been convicted of a crime (other than traffic violations) or been imprisoned? A conviction will not necessarily disqualify an applicant from employment. NO YES

Explain.

Names of friends or relatives that are employed by this company.

References

List three professional references who are familiar with the quality of your work, have worked directly with you, and have known you at least two years.

1. Reference

Work Phone ()

Home Phone ()

Address

City

State

Zip Code

Relationship

2. Reference

Work Phone ()

Home Phone ()

Address

City

State

Zip Code

Relationship

3. Reference

Work Phone ()

Home Phone ()

Address

City

State

Zip Code

Relationship

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 45 days. 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 any 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.

Applicant's Signature _____ Date _____
