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APPLICATION FOR EMPLOYMENT

(Complete all sections thoroughly. A resume may be attached but may not substitute for completion of the application.)

Date: _____ (This application is valid for 60 days from the date of completion.)

Print Name: _____
Last First Middle

Address: _____
Street City State Zip

Social Security Number: _____ - _____ - _____ Telephone Number (____) _____

Position(s) applied for (1) _____ (2) _____

Hours or shift preferred _____ Available to start work _____

Specify restrictions, if any, of days and hours (e.g., class schedule) _____

Full Time Part Time Temp. Minimum Compensation Requirement \$ _____

Are you at least 18 years of age? Yes No

Are you authorized to live and work in the United States? Yes No

Have you ever been convicted of or fined and/or sentenced, including probation, for any criminal offense (misdemeanor or felony), or have you ever pleaded guilty or 'no contest' (nolo contendere) to any criminal offense (misdemeanor or felony)? Yes No

If yes, give dates and places of any convictions, pleas, fines and/or sentences, and explain or describe them. (Attach separate paper, if necessary). A conviction will not necessarily disqualify you from employment. Factors such as the seriousness and nature of the offense, age at time of the conduct, and rehabilitation will also be taken into account.

Please describe any accommodations you may need to perform the essential functions of the job for which you have applied.

Clerical Skills/Computer Skills

Typing Speed _____ Keyboard Skills (Data Entry) _____

List any additional skills, education or training related to the position applied for: _____

Record of Education

Please include name and address of school and under what name attended, if different

	Course of Study	Year Completed	Did you Graduate?	Diploma or Degree
High School _____ _____		1 2 3 4		
College _____ _____		1 2 3 4		
Other (specify) _____ _____		1 2 3 4		

