

# EMPLOYMENT APPLICATION



**PERSONAL INFORMATION: (PLEASE PRINT)**

DATE OF APPLICATION: \_\_\_\_\_ POSITION(S) APPLIED FOR: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 (LAST, FIRST, MIDDLE)

CURRENT ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

Do you have any restrictions, personal or otherwise, which would restrict the hours you can work?  YES  NO  
 If yes, identify restricted hours and/or dates: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?  YES  NO  
 (Proof of immigration status or citizenship will be required upon employment.)

Are you 18 years of age or older?  YES  NO If no, how old? \_\_\_\_\_ Working Papers?  YES  NO

Have you ever worked for this company before?  YES  NO If yes, when? \_\_\_\_\_

Are you currently employed?  YES  NO If no, how long since leaving last employment? \_\_\_\_\_

Rate of pay expected \_\_\_\_\_ If referred, by whom? \_\_\_\_\_

Union Member?  YES  NO If yes, which Union? \_\_\_\_\_

EDUCATION	NAME OF SCHOOL City and State	Highest Grade Completed (circle)	Did you graduate? (circle)	DEGREE
High School		1 2 3 4	YES NO	
College(s)		1 2 3 4	YES NO	
Graduate School		1 2 3 4	YES NO	
Technical, Business, or Other		1 2 3 4	YES NO	

**EMPLOYMENT HISTORY:** (Start with your present or most current position. Include experience in the armed forces of the United States. Please feel free to attach additional information where appropriate, such as a resume.)

Present Employer Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Wage: \_\_\_\_\_

Leaving Date: \_\_\_\_\_ Leaving Duties: \_\_\_\_\_ Leaving Wage: \_\_\_\_\_

Reason for termination: \_\_\_\_\_

Last immediate supervisor's name and title: \_\_\_\_\_

Please continue to back

**REFERENCES:** List 3 (not relatives or previous employers)

NAME

ADDRESS

OCCUPATION

PHONE

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**MISCELLANEOUS:**

What special skills or qualifications do you possess? \_\_\_\_\_

\_\_\_\_\_

Have you been convicted of a felony or misdemeanor with exception of minor traffic offenses?

Yes  No If yes, please provide explanation: \_\_\_\_\_

City/State: \_\_\_\_\_

Date: \_\_\_\_\_ Charge: \_\_\_\_\_ Disposition: \_\_\_\_\_

Your answer is looked upon as only one of the factors considered in the employment decision and is evaluated in terms of the nature, severity, and date of the offense. No applicant will be excluded from consideration for employment due to prior arrests.

**APPLICANT'S AGREEMENT:**

I hereby represent that each answer to a question herein and any attachments to the application, and all other information otherwise furnished is correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect, incomplete, or false statements or information furnished by me during the selection process will subject me to disqualification from consideration or discharge at any time. I hereby authorize my former employer to give any information regarding my employment with them; and in addition, to furnish any other information they may have concerning me.

I understand the Application for Employment does not constitute an expressed or implied contract of employment and, if hired, I have the right to terminate my employment for any reason at any time. I also understand The Company reserves the same rights. I understand The Company reserves the right to unilaterally change or modify "wage" and "conditions of employment" at any time without previous notice.

In compliance with the Fair Credit Reporting Act (Public Law 91-508), you are notified that in connection with and in order to better evaluate this application for employment, a report may be obtained which will provide applicable information concerning character, general reputation and personal characteristics including, but not limited to, verification of prior employment, verification with the Department of Motor Vehicles, and a character check, including verification and review of any criminal convictions. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the report requested.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

New York State Human Rights Law and Federal Equal Employment Opportunity Law prohibit discrimination because of race, creed, color, national origin, sex, marital status, age, disability, veteran status, or arrest record.

Note: Employment applications are considered active 90 days from date of receipt.