

Application for Employment

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Personnel Department.

Position(s) applied for _____ Date of application ____/____/____

Name _____ LAST _____ FIRST _____ MIDDLE _____
 Address _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____
 Telephone (____) _____ Social Security Number _____

If you are under 18, can you furnish a work permit? Yes No
 Have you ever been employed here before? Yes No
 Are you legally eligible for employment in this country? Yes No
 Date available for work / /
 Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op
 Are you able to meet the attendance requirements of the position? Yes No
 Have you been convicted of a crime in the last seven (7) years? Yes No
 SUCH CONVICTION MAY BE RELEVANT F. JOB-RELATED, BUT DOES NOT BAR YOU FROM EMPLOYMENT.

If yes, please explain _____ State _____
 Driver's license number if job-related _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

FROM	TO	EMPLOYER	ADDRESS	TELEPHONE
IMMEDIATE SUPERVISOR AND TITLE				
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES				
REASON FOR LEAVING		HOURLY RATES/SALARY		
FROM	TO	START \$	PER _____ PER _____ PER _____ PER _____ PER _____	PER _____
IMMEDIATE SUPERVISOR AND TITLE				
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES				
REASON FOR LEAVING		HOURLY RATES/SALARY		
FROM	TO	START \$	PER _____ PER _____ PER _____ PER _____ PER _____	PER _____
IMMEDIATE SUPERVISOR AND TITLE				
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FROM	TO	START \$	PER _____ PER _____ PER _____ PER _____ PER _____	PER _____
IMMEDIATE SUPERVISOR AND TITLE				
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES				

Skills and Qualifications

Summarize any training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying. _____

Educational Background # JOB-RELATED

HIGH SCHOOL	NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
			MAJOR	DEGREE	
COLLEGE					
OTHER					

References

NAME	TELEPHONE	YEARS KNOWN
()	()	()
()	()	()
()	()	()

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant _____

Date / /



Call toll free 1-800-833-9111 to receive Application for Employment (Short Form) FFD4-0032 C
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