

APPLICATION FOR EMPLOYMENT

In compliance with State and Federal laws, _____ does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap, or medical condition in its Employment Practices.

Position(s) Applied for: _____

Date: _____

Telephone Numbers

Name: _____

Home: _____

Address: _____

Cell: _____

Other: _____

Are you available to work: Full Time Part Time Temporary Date Available: _____

Have you been previously Employed by us? _____ If yes, when _____ Are you Employed now? _____

What languages besides English can you speak and write fluently? _____

Do you possess a valid Driver's License? Yes No Expiration Date: _____

Do you have your own transportation? Yes No Is it reliable? Yes No

Have you ever been convicted of a crime, including "no contest" pleas, other than minor traffic infractions? Yes No

If yes, describe: Offense: _____

Date: _____

Conviction of a crime in itself does NOT VOID your chances for Employment, but failure to indicate such conviction will be grounds for disqualification or dismissal. You need not disclose convictions that have been judicially sealed, expunged, or statutorily eradicated.

Do you ingest any controlled substance that could affect your Job Performance? Yes No

If applicable, please indicate:

List software programs/computer skills

Typing speed: _____ Shorthand Speed: _____

Other Skills: _____

EDUCATION AND TRAINING:

<u>Name of School</u>	From	To	Graduated (Yes or No)
High School	_____	_____	_____
College(s) or Other	_____	_____	_____
Cosmetology School	_____	_____	_____

List any related Business, Trade, or Special Training; or list Professional or Trade Licenses or Certificates:

1. _____ 3. _____
 2. _____ 4. _____

EMPLOYMENT EXPERIENCE: List ALL Employers for the last ten years – beginning with the most current – including periods of Unemployment. **If you need additional space, please continue on a separate sheet of paper OR attach a resume.**

Employer	Phone	Dates Employed		Duties
Address		From	To	
Job Title				
Supervisor	May we contact? _____			
Reason for Leaving				
Employer	Phone	Dates Employed		Duties
Address		From	To	
Job Title				
Supervisor	May we contact? _____			
Reason for Leaving				
Employer	Phone	Dates Employed		Duties
Address		From	To	
Job Title				
Supervisor	May we contact? _____			
Reason for Leaving				
Employer	Phone	Dates Employed		Duties
Address		From	To	
Job Title				
Supervisor	May we contact? _____			
Reason for Leaving				

PERSONAL REFERENCES: DO NOT include previous Employers or Relatives. List names, addresses, and phone numbers.

1. _____
 2. _____
 3. _____

I hereby declare the information provided by me in this Application for Employment – including ALL attachments – is true, correct, and complete to the best of my knowledge. I understand that IF employed, ANY misstatement or omission of fact on this Application or Attachments shall be considered **cause for dismissal**. You are hereby authorized to contact any persons or firms listed on my application and/or resume to substantiate claims of Employment, education, character, etc. Furthermore, upon offer of Employment, I agree to furnish proof of eligibility for Employment in the United States.

Signature: _____ Date: _____