

## Application for Employment

Please print out to complete and fax to: 937-394-7730

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

*Please print*

Position applied for: \_\_\_\_\_

How did you learn about us?

Advertisement       Friend       Inquiry  
 Employment agency       Relative       Other

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Social Security Number \_\_\_\_\_

Best time to contact you is: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?       Yes       No

Have you ever filed an application with us before?       Yes       No  
If yes give date \_\_\_\_\_

Have you ever been employed with us before?       Yes       No

Do you or any of your friends or relatives work here?       Yes       No  
If yes, state name, relationship \_\_\_\_\_

Are you currently employed?       Yes       No

May we contact your current employer?       Yes       No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?       Yes       No

Proof of citizenship or immigration status will be required upon employment.

Date available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:       Full time  
    Part time  
    Temporary

Are you currently on "lay-off" status and subject to recall?       Yes       No

Can you travel if your job requires it?       Yes       No

**Education**

School	Name/Address	Course of Study	Years Completed	Diploma/ Degree
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High School \_\_\_\_\_

Undergraduate College \_\_\_\_\_

Graduate/ Professional \_\_\_\_\_

Other \_\_\_\_\_

**Work Experience**

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Starting/Present job title \_\_\_\_\_

Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Dates employed \_\_\_\_\_

Hourly Rate/ Salary \_\_\_\_\_

Work Performed \_\_\_\_\_

May we contact?  Yes  No

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Starting/Present job title \_\_\_\_\_

Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Dates employed \_\_\_\_\_

Hourly Rate/ Salary \_\_\_\_\_

Work Performed \_\_\_\_\_

May we contact?  Yes  No

**Work Experience (cont.)**

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Starting/Present job title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Hourly Rate/ Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_

May we contact?  Yes  No

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Starting/Present job title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Hourly Rate/ Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_

May we contact?  Yes  No

Comments: Include explanation of any gaps in employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any job-related training received in the United States military.

\_\_\_\_\_  
\_\_\_\_\_

List professional, trade, business or civic activities and offices held.

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### Additional Information

**Other Qualifications** Summarize special job related skills and qualifications from other employment.

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### Specialized Skills (Skills/Equipment Operated)

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**Personal/Professional References** (Do not include family members or past supervisors.)

	Name	Phone Number	Best Time to Call	Occupation
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

### Applicant's Statement

I certify that answers given here are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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 "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 my 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.

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

\_\_\_\_\_  
Date