## **Application for Employment**

Please Print

Name

Address

Equal access to programs, services and employment opportunities is available to all persons without regard to sex (including pregnancy), race, color, religion, national origin, citizenship, age, disability, genetic information, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

First

ZIP Code

	Phon		
Position applied for	Shift preferred	1 2	□3 □Any
Special training or skills (languages, machine operation, etc.) that would	ld benefit you in the job for which	ou are applyin	g:
Would you accept full-time work?   Yes   No Would you acc	cept part-time work?    Yes    N	Го	
On what date would you be available for work?			
Have you ever been employed here? 🗌 Yes 🔲 No 🏻 If <b>yes</b> , dates:			*
Are you lawfully authorized to work in the United States? $\square$ Yes $\square$	No		19
f you are under 18 years old, can you furnish a work permit if required Are you able to perform the essential functions of the job for which you		sonable accom	modation)?
his question is not designed to elicit information about an applicant's disab particular accommodation, or whether accommodation is necessary. These issues n	bility. Please do not provide informati	on about the evi	stance of a disabilit
$\square$ Yes $\square$ No $\square$ Need more information about the job's essential fund			
$\square$ Yes $\square$ No $\square$ Need more information about the job's essential fund	ctions to respond.		d below:
$\square$ Yes $\square$ No $\square$ Need more information about the job's essential fund	ctions to respond.		d below:
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Employment History		
Starting with your most recent employer, provide the following information.	You may include any verified work performed on a volunteer basis.	
Employer	Telephone #	
Street address .	City State	
Starting job title/final job title	Dates employed Month Year Month Year to	
Immediate supervisor and title (for most recent position held)	May we contact for reference? E-mail:  Yes No Later	
Summarize the type of work performed and job responsibilities.		
Employer	Telephone #	
Street address	City State	
Starting job title/final job title	Dates employed Month Year Month Year to	
Immediate supervisor and title (for most recent position held)	May we contact for reference? E-mail:  Yes No Later	
Summarize the type of work performed and job responsibilities.		
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Street address	City State	
Starting job title/final job title	Dates employed Month Year Month Year	
Immediate supervisor and title (for most recent position held)	May we contact for reference? E-mail:	
Summarize the type of work performed and job responsibilities.		
I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.  I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.  I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law. I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.  If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless the	I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer. This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex (including pregnancy), race, color, religion, national origin, citizenship, age, disability, genetic information, or any other protected status under applicable federal, state, or local law. Mandatory Employer Disclosures  Notice to Maryland applicants: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100. Notice to Massachusetts applicants: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment An employer who violates this law shall be subject to criminal penalties and civil liability. Notice to Rhode Island applicants: This company complies with North Dakota law prohibiting smoking in enclosed areas within places of employment. Notice to North Dakota applicants: This company complies with Indiana law prohibiting smoking in enclosed areas within places of employment. Notice to Indiana applicants: This company complies of employment. Notice to Indiana applicants: This company complies of employment. Notice to Indiana applicants of employment.	
unless they are in writing and signed by the employer's president.  I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to	complies with Indiana law prohibiting smoking in enclosed areas within places of employme Notice to Illinois applicants: Please be advised pursuant to Illinois law, applicants are not obligated to disclose expunged juvenile records of adjudication, arrest, or conviction.	

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant\_\_\_\_\_\_ Date\_\_\_/\_\_/



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complete an I-9 Form in this regard.

This product is designed to provide accurate and authoritative information. However, it is not a substitute for legal advice and does not provide legal opinions on any specific facts or services. The information is provided with the understanding that any person or entity involved in creating, producing or distributing this product is not liable for any damages arising out of the use or inability to use this product. You are urged to consult an attorney concerning your particular situation and any specific questions or concerns you may have.

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