

# EMPLOYMENT APPLICATION



Programs, services & employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accomodation for the application or interview.	Date of Interview:  / /
<b>APPLICANT DATA</b> How were you referred to us:	Position Applied For:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell or Other #: \_\_\_\_\_ Email: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Salary Requirements: \_\_\_\_\_

If you are under the age of 18, can you provide a work permit  Yes  No If no, please explain: \_\_\_\_\_

Have you worked for Joe Dirt Excavating before?  Yes  No If Yes, when: \_\_\_\_\_

Are you legally allowed to work in the US?  Yes  No

Type of employment desired:  Full Time  Part Time  Temporary  Seasonal

Have you ever pleaded guilty, no contest or been convicted of a crime?  Yes  No If Yes, give dates and details: \_\_\_\_\_

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

## EDUCATION HISTORY

Name & Location of High School: \_\_\_\_\_ Did you graduate?: \_\_\_\_\_

Name & Location of College: \_\_\_\_\_ Years attended: \_\_\_\_\_

Degrees completed: \_\_\_\_\_ Other subjects studied: \_\_\_\_\_

## SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS

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

**PREVIOUS EMPLOYMENT (BEGIN WITH MOST RECENT POSITION)**

Dates of Employment: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Position Held:

Company Name: Address:

City: State: Zip:

Phone #: Supervisor's Name: Supervisor's Title:

Responsibilities:

Starting Salary & Title: Ending Salary & Title:

Reason For Leaving:

May we contact this employer for a reference?  Yes  No

Dates of Employment: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Position Held:

Company Name: Address:

City: State: Zip:

Phone #: Supervisor's Name: Supervisor's Title:

Responsibilities:

Starting Salary & Title: Ending Salary & Title:

Reason For Leaving:

May we contact this employer for a reference?  Yes  No

Dates of Employment: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Position Held:

Company Name: Address:

City: State: Zip:

Phone #: Supervisor's Name: Supervisor's Title:

Responsibilities:

Starting Salary & Title: Ending Salary & Title:

Reason For Leaving:

May we contact this employer for a reference?  Yes  No

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_