

Employment Application

Social Security Number: _____

Phone Number: _____

Your Name: _____
Last First Middle

Address: _____

Are you legally eligible for employment in the USA?

Yes No (If yes verification will be required)

I am seeking a permanent position: Yes No

Are you able to perform the essential functions of the position with or without accommodations?

Yes No

If necessary for the job, I am able to:

Work (shifts): First Second Third Overtime

Provide a valid Illinois Driver's License? Yes No

If necessary for the job, are you over (Please mark one) 14 15 16 17 18 19 20 21

I will be able to report to work _____ days after being notified that I am hired.

Education	Name	Completed	Field of Study
High School:		<input type="checkbox"/>	
College / University:		<input type="checkbox"/>	
Business / Technical:		<input type="checkbox"/>	
Other:		<input type="checkbox"/>	

Military Service: Have you served in the military? Yes No

Duty / Specialized Training:

References: List two personal references who are not relatives or former supervisors.

Name Address Phone Occupation Years Known

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Employment

List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to the job is listed here, in the summary (after this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title / Duties and Skills	Employment Range
		From To
		Reason For Leaving

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Summarize other employment related to this job:

Types of computers, or other type of equipment that you are qualified to operate or repair:

Professional Licenses, Certifications, or Registrations:

Emergency Contact

Name:	Phone:
Address:	
	Relationship:

Information To The Applicant

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to supply your birth certificate or proof of authorization to work in the US, have a physical examination, drug test, or sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature: _____

Date: _____

Equal Employment Opportunity

While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal opportunity and may use your national origin, race, and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section

Notes / Scratch Area / Extra Information