

## Sample Employment Application

### An Equal Opportunity Employer

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. This organization provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law.

Employees of this organization are selected in order to accomplish the legal and operational duties established by statute and by the policy choices of the organization's elected officials. Each employee is expected to conduct him/herself in a manner which reflects favorably upon the organization and recognize that our employees are subject to additional public scrutiny in their public and personal lives.

Please print in ink

<b>Name</b> (as it appears on social security card/work permit card)	<b>Last</b>	<b>First</b>	<b>Middle Initial</b>
<b>Social Security Number</b>			
<b>Address</b>			
<b>City, State, Zip</b>			
<b>Home Phone</b>	( ) -	<b>Daytime Phone</b> ( ) -	
<b>Are you at least 18 years old?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>List other names you have used</b>			

<b>Position Applied For</b>		<b>Salary Requirements</b>	
<b>Referred By</b>		<b>Date Available</b>	
<b>Have you ever been employed by this organization?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>If yes, when?</b>	<b>Department?</b>	
	<b>Supervisor?</b>	<b>Reason for Leaving?</b>	

<b>Have you ever been convicted of a felony? A conviction will not necessarily disqualify an applicant from employment</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>If yes, give location, date of charge and disposition of case(s) on a separate page</b>		
<b>Are you applying for a position that requires driving a vehicle?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Do you have a valid driver's license?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Drivers License Number:</b>	<b>State:</b>	
<b>If hired, can you submit verification of your legal right to work in the United States?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### U.S. Military Service

<b>If you have served in the U.S. Military, please provide the following information:</b>
<b>Branch of Service:</b>
<b>Dates Served:</b> From _____ to: _____
<b>Type of Discharge:</b>

**Education / Skills**

Institution	Name, City, State	Number of Years Completed	Field of Study	Graduate or Degree
High School				
Community/ Junior College				
Business/ Trade School				
College or University				
Graduate School				

**Skills And Qualifications**

Other qualifications such as special skills, abilities or honors that should be considered:

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Types of computers, software and other equipment you are qualified to operate or repair:

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Professional licenses, certifications or registrations:

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Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

**Job Related Training**

Name of Course	Year Completed	Name of Course	Year Completed

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**Employment History**

This portion of the application must include a minimum of 10 year work history and must be completed even if supplemented by a resume. List your most recent employer first including U.S. Military Service and unpaid or volunteer work. Base salary does not include overtime, bonuses or commissions.

From (Mo/Yr) _____ To (Mo/Yr) _____ Total _____ Yrs _____ Mos.	
Position:	
Employer:	Your Supervisor:
Address:	
Phone:	
Type Of Business:	Reason for Leaving:
Base Salary _____ / _____ Monthly Weekly Hourly (start) (final)	
Other Compensation, Bonuses:	
Brief description of your duties and responsibilities:	

From (Mo/Yr) _____ To (Mo/Yr) _____ Total _____ Yrs _____ Mos.	
Position:	
Employer:	Your Supervisor:
Address:	
Phone:	
Type Of Business:	Reason for Leaving:
Base Salary _____ / _____ Monthly Weekly Hourly (start) (final)	
Other Compensation, Bonuses:	
Brief description of your duties and responsibilities:	

From (Mo/Yr) _____ To (Mo/Yr) _____ Total _____ Yrs _____ Mos.	
Position:	
Employer:	Your Supervisor:
Address:	
Phone:	
Type Of Business:	Reason for Leaving:
Base Salary _____ / _____ Monthly Weekly Hourly (start) (final)	
Other Compensation, Bonuses:	
Brief description of your duties and responsibilities:	

*(Attach additional page if needed.)*

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**Explanation of Interruptions in Employment History**

Please use this space to explain employment history interruptions since high school that do not pertain to pregnancy, child care, disability or any other protected activity.

**References**

<b>Name:</b>	<b>Relationship (no relatives):</b>
<b>Address:</b>	
<b>Daytime phone:</b>	
<b>Name:</b>	<b>Relationship (no relatives):</b>
<b>Address:</b>	
<b>Daytime phone:</b>	
<b>Name:</b>	<b>Relationship (no relatives):</b>
<b>Address:</b>	
<b>Daytime phone:</b>	
<b>Name:</b>	<b>Relationship (no relatives):</b>
<b>Address:</b>	
<b>Daytime phone:</b>	

**Emergency Contact**

<b>Name:</b>	<b>Relationship:</b>
<b>Address:</b>	
<b>Daytime phone:</b>	

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## Authorization and Agreement

I hereby authorize you to contact:

My present employer(s):	Yes	No
My past employers:	Yes	No

As part of our normal procedure in processing applications, a routine inquiry will be made concerning your background. Former employers, school record offices and personal, school and employment references may be contacted by a consumer reporting agency to verify and obtain information concerning your background, qualifications, school and work records. You may be asked to sign another form authorizing the release of school records or to supply grade transcripts. Information gathered about your background and qualifications will be used to help make a fair employment decision. This information will only be available to those participating in this decision or those who process employment applications. As part of this investigation, a check of criminal records will also be conducted by a consumer reporting agency. This agency may keep and use information it supplies to us in this investigation for its own business purposes. Further information such as the name of the consumer reporting agency or the nature and scope of such inquiry, if one is made, is available to you upon written request. You will also be given a separate disclosure and authorization to review and sign concerning any reports prepared about your background for us by a consumer reporting agency that compiled the report.

**CA and MN only:** check here if you wish to receive a copy of the consumer report directly from the consumer reporting agency that compiled the report. I hereby authorize the employer, its representatives, employees or agents to conduct all pre-employment inquiries and tests as described. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release the employer, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

As an employer, this organization is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants who believe they are covered by these Acts are invited to identify their disabilities and special accommodations they feel are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the Human Resources Manager.

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is so denied or terminated.

I understand and agree that if I am applying for a law enforcement or jail position, I will be required to comply with all the requirements of the Peace Officer Standards and Training Board (or equivalent agency) required by the state. I further understand that any offer of employment is conditioned upon completing all those tests, including physical agility, to determine my fitness for this position.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment may be terminated by the organization at any time for any reason. Any changes to this at-will employment agreement will not be valid unless in writing signed by me and a duly authorized representative of this employing organization.

Do not sign until you have read the above authorization and agreement statements.

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

Date \_\_\_\_\_

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**Fair Credit Reporting Act**  
**Disclosure and Authorization Statement**

To: All Applicants For Employment (Please Read Carefully Before Signing Below)

In processing my application for employment, I understand the employer, its representatives, employees or agents may obtain a consumer report and investigative consumer report for employment purposes concerning my past employment, work habits, education, military record, motor vehicle record, credit background, references, character, general reputation, personal characteristics, mode of living, civil judgments, liens, and information about my criminal conviction background consistent with state and federal law.

I understand that upon written request to the employer, I will be informed whether an investigative consumer report through a consumer reporting agency was requested and I will be given information as to the nature and scope of the investigation and a summary of my rights under the Fair Credit Reporting Act. I understand an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics or mode of living is obtained through personal interviews with neighbors, friends, associates or others with whom I am acquainted or who may have knowledge concerning this information.

By signing below, I authorize this employer to obtain a consumer report and an investigative consumer report on me as part of the pre employment background and investigation process. If I am offered employment, I further authorize my employer to obtain additional consumer and investigative consumer reports and updates on me for employment purposes at any time during my employment. A copy of this authorization is as valid as the original.

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**Name (please print)**

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**Signature**

**Date Signed**

*(Please return this page with your completed application)*

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## Voluntary Consent to Pre-Employment Drug Testing

Applicant Name: \_\_\_\_\_

(Please Print)

\_\_\_\_\_ (Entity Name) has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. Using or being under the influence of drugs may pose serious safety and health risks not only for the user but his/her co-workers and the public.

By signing this notice, the applicant understands and voluntarily agrees to submit to pre-employment drug screening. The applicant further agrees to release \_\_\_\_\_ (Entity Name) and its directors, officers, agents, employees, parents, subsidiaries and affiliated concerns from any and all liability, claims, demands, damages and causes of action of every kinds and nature arising out of the pre-employment drug screening and any decision concerning employment made by \_\_\_\_\_ (Entity Name), in whole or in part, based upon the results of the pre-employment drug screen.

Any applicant who is unwilling to agree to these conditions should not apply for employment with \_\_\_\_\_ (Entity Name). Refusal of any applicant to agree to pre-employment drug screening at this time does not preclude an applicant from applying for employment with \_\_\_\_\_ (Entity Name) at some future when the applicant will agree to conform to our policies.

I understand that my offer of employment with \_\_\_\_\_ (Entity Name) is contingent upon my taking and passing a test for the presence of illegal drugs. I further understand and agree that I may be terminated from \_\_\_\_\_ (Entity Name) should the results be positive for the presence of illegal drugs. I voluntarily consent to have a sample of my urine collected for the purpose of drug testing. In the event I should submit two or more samples for drug screening in connection with my application for employment, I understand that each sample must be negative for the presence of illegal drugs. The drug test will be conducted by a clinical laboratory. I hereby authorize the results of this testing to be released to \_\_\_\_\_ (Entity Name). This consent is subject to revocation at any time upon written notice. I understand that I may receive a copy of this consent form upon written request.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

*(To be maintained on file with Employment Application)*

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