

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.

PERSONAL INFORMATION

Legal Name: First _____ Last _____ Middle Initial _____

Address: Street _____ City _____ State _____ Zip Code _____

Home Telephone: _____ Other Telephone: _____

Email: _____ Are you at least 18 years old? Yes No

Driver's License #: _____ State: _____

Are you legally eligible for employment in the United States? Yes No

United States Visa status, if applicable: _____

Have you been convicted of a felony: Yes No

If yes, please explain circumstances: _____

POSITION INFORMATION

Position(s) applying for: _____ Salary desired: \$ _____

Employment Status desired: Full Time Part Time Temporary

What hours are you available? _____

If hired, when could you start? _____

How did you hear about this job? _____

EMPLOYMENT HISTORY (Most recent first)

Dates of Employment (MM/YY)

1.) Job Title: _____ **Employer:** _____ **From:** _____ **To:** _____

Starting Salary: _____ **Ending Salary:** _____ FT PT Temp

Duties:

Employer's Address: _____

Supervisor: _____ **May We Contact:** Yes No **Phone:** _____

Reason for Leaving: _____

Dates of Employment (MM/YY)

2.) Job Title: _____ **Employer:** _____ **From:** _____ **To:** _____

Starting Salary: _____ **Ending Salary:** _____ FT PT Temp

Duties:

Employer's Address: _____

Supervisor: _____ **May We Contact:** Yes No **Phone:** _____

Reason for Leaving: _____

Dates of Employment (MM/YY)

3.) Job Title: _____ **Employer:** _____ **From:** _____ **To:** _____

Starting Salary: _____ **Ending Salary:** _____ FT PT Temp

Duties:

Employer's Address: _____

Supervisor: _____ **May We Contact:** Yes No **Phone:** _____

Reason for Leaving: _____

EDUCATION

Type of School	Name & Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College/ University					
Graduate School					
Tech School					
Other					

Special courses, training or experience acquired, including military experience: _____

SKILLS

Clerical/ Office Skills	
Computer Skills	<input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> WPM
Languages	
Other special knowledge or skills	

CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my educational, professional, and past employment history references as needed to research my qualifications for this position.

If employed, I agree to conform to the rules, regulations, and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant

Date

On a scale from 1-10 please choose what best describes you with 1 being poor and 10 being outstanding.

Negotiation Skills Communication Technology/Computer Skills

Decision-Making Medical Terminology Working Independently

Reliable Ability to Multi-Task Problem-Solving Skills

Organized Positive Attitude Customer Service Skills

Attendance Self-Motivated Maintains Confidentiality

Assertive Detail-Oriented Adaptable to Change

Flexible Working as a Team Time Management

Ability to Follow Directions/Instructions