



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	<input type="text"/>	Communication	<input type="text"/>	Technology/Computer Skills	<input type="text"/>
Decision-Making	<input type="text"/>	Medical Terminology	<input type="text"/>	Working Independently	<input type="text"/>
Reliable	<input type="text"/>	Ability to Multi-Task	<input type="text"/>	Problem-Solving Skills	<input type="text"/>
Organized	<input type="text"/>	Positive Attitude	<input type="text"/>	Customer Service Skills	<input type="text"/>
Attendance	<input type="text"/>	Self-Motivated	<input type="text"/>	Maintains Confidentiality	<input type="text"/>
Assertive	<input type="text"/>	Detail-Oriented	<input type="text"/>	Adaptable to Change	<input type="text"/>
Flexible	<input type="text"/>	Working as a Team	<input type="text"/>	Time Management	<input type="text"/>
Ability to Follow Directions/Instructions		<input type="text"/>			

Pre-interview Questionnaire

1. Tell us how your education and past job experience have prepared your for this position.

2. Have you ever had to interact with a physical or cognitive disability?

3. Tell us about a time you had to handle a negative situation in the work environment and were able to turn it into a positive.

4. What are your career goals? Where do you see yourself in the future?

5. What qualities are you looking for in your next employer?