



**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"/>				

**PROFESSIONAL REFERENCES**

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_
3. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Pre-interview Questionnaire

**1. Tell us how your education and past job experience have prepared you 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?**