

ALL COMPLETED APPLICATIONS GO TO THE DIRECTOR OF ADMINISTRATIVE SERVICES FOR PROCESSING

Application for Employment

Personal

NAME- First _____ Middle _____ Last _____

Present Address _____ City _____ County _____ State _____ How long? _____

Zip Code _____ Telephone _____

Prior Address _____ City _____ County _____ State _____ How long? _____

Are you eligible to work in the United States? YES / NO (Proof of eligibility will be required before you can be employed)	Are you at least 18 years old? YES / NO If no, do you have a work permit? YES / NO
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What date are you available for employment? _____

Have you ever applied here before? YES / NO
Location Name: _____ When? _____

Are you presently on layoff or leave of absence from any other company? YES / NO

Have you ever been convicted of any law violation or have you forfeited collateral (i.e. bond)?
(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

You may omit: (1) Traffic violations in which a fine of \$100.00 or less was imposed (unless the violation involved alcohol or drugs) and (2) Any offense committed before your eighteenth (18th) birthday which was finally adjudicated in a juvenile court or under a youth offender law.

YES / NO

If yes, state the date of such offense(s), charge(s), place(s) of occurrence, court(s) involved and action(s) taken:

If yes, explain: _____

Do you have any agreements with another employer that might affect your employment here? YES / NO

If yes, explain: _____

Your employer will not discriminate against any employee or applicant for employment because of age (as defined by applicable law), religion, sex, race, color, national origin, or because of handicap, veteran status. Answers to application questions will be utilized for applicable job-related information only.

Availability To Work Sheet

Name: _____

Please indicate the times you are available to work in the following table:

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

PLEASE NOTE: This is an **AVAILABILITY SHEET** not a **REQUEST SHEET**.

Activities that may conflict with the information provided above:

Are you currently attending school?

If yes, when do you expect your schedule to change again?

THANK YOU FOR YOUR COOPERATION.

