*Equal access to programs, services and employment is always available to all persons. Those applications requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.*

NAME:

ADDRESS:

TELEPHONE:

EMAIL ADDRESS:

SOCIAL SECURITY NUMBER:

POSITION APPLIED FOR:

Best time to call:

May we contact you at work:

If yes, work number and best time to call:

Are you legally eligible for employment in this country?

Are you able to provide original Social Security Card and proof that you are legally eligible for employment in this country?

Date Available for work:

Desired Salary range or hourly rate of pay:

Type of employment desired: Full Time [ ] Per Diem [ ] Temporary [ ]

Will you work overtime if required?

Are you willing to travel if job requires it?

Driver’s License number: Statue Issued:

*Answering yes to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken in consideration.*

Have you ever been fired, pleaded guilty or no contest to, or been convicted of a crime?

If yes, please provided details

EMPLOYMENT HISTORY:

*Start with the most recent employer, provide the following information:*

|  |  |  |
| --- | --- | --- |
| Employer: | Telephone: | Dates Employed: |
| Address: | | Starting Compensation: |
| Job Title: | | Final Compensation: |
| Immediate Supervisor: | | |
| Reason for leaving: | | |
| Work performed: | | |

|  |  |  |
| --- | --- | --- |
| Employer: | Telephone: | Dates Employed: |
| Address: | | Starting Compensation: |
| Job Title: | | Final Compensation: |
| Immediate Supervisor: | | |
| Reason for leaving: | | |
| Work performed: | | |

|  |  |  |
| --- | --- | --- |
| Employer: | Telephone: | Dates Employed: |
| Address: | | Starting Compensation: |
| Job Title: | | Final Compensation: |
| Immediate Supervisor: | | |
| Reason for leaving: | | |
| Work performed: | | |
| Employer: | Telephone: | Dates Employed: |
| Address: | | Starting Compensation: |
| Job Title: | | Final Compensation: |
| Immediate Supervisor: | | |
| Reason for leaving: | | |
| Work performed: | | |

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying for:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer Skills

[ ] MS Office (word, excel, outlook) Years: \_\_\_\_ [ ] Internet Years: \_\_\_\_

[ ] Powerpoint Years: \_\_\_\_ [ ] DDE Years: \_\_\_\_

language spoken other than English: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational Background:

|  |  |  |
| --- | --- | --- |
| **SCHOOL (include City and State)** | **YEARS COMPLETED** | **DIPLOMA/DEGREE/CERTIFICATION/ OTHERS** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |