

Model Employment Application

Employers Associates Note: An employment application is the first piece of paperwork a prospective employee will fill out for your business. Though this application is long, it collects important information from which you can evaluate an applicant's experience and skills.

Our model employment application not only asks employees why they left a former employer, but what value they contributed to that company. The end of the form also contains legal protection clauses to make sure the applicants understand what they have agreed to by filling out the application. We invite you to use our application form, but please let us know that you done so since important changes must be incorporated from time to time. Make sure applicants complete the applications thoroughly, and save the applications for at least six years after an employee's departure.

Application for Employment

Date: _____

Thank you for your interest in our Company. We appreciate the opportunity to review your qualifications. We are committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of age, sex, sexual orientation, gender, gender identity or expression, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, military status, status as a Vietnam Era or disabled veteran, or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done that will ensure an equal employment opportunity without imposing an undue hardship on the Company. Please inform us if you need assistance completing any forms or otherwise participating in the application process.

Applications and resumes will be accepted only for solicited positions. If we are currently recruiting for the position(s) for which you are applying we will review your application carefully. So that we can thoroughly consider your skills and abilities please complete the entire application. If we conclude that your background skills and qualifications fit a position for which we are currently recruiting, we will contact you to schedule an interview. Otherwise, we will keep your application in our active files for two years, after which you must reapply to be considered for employment.

Please be advised that as a condition of employment with us you may be subjected to a pre-employment screening, which includes employment verification, references, drug and/or alcohol abuse screening and background investigation. Some positions may require a pre-employment physical.

Personal Information				
Name (Last, First, MI)				
Street address				
City, State, Zip				
Home phone number		Work phone number		
Cell phone number		E-mail address		
Social security number		Driver's license number/state/expiration		
<i>(if job involves any driving)</i>				
Employment Desired				
Position applied for				
How did you hear about this position?				
Date available for work		Desired hours (full time, part time, etc.)		
Salary/Rate desired:				
Are you willing to work overtime as necessary? ___ Yes ___ No				
Referred by:				
Education				
	Name and Address of School	Course of Study	Total Years of Study	Degree/ Diploma

High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please add page):

Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer? [] YES [] NO

1. Employer (current Yes No)

Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip	Starting Salary	Ending Salary	2.
Phone number			3.
Fax number	Supervisor(s)		4.
Job position(s)	E-mail address of supervisor		
Reason(s) for leaving			
What value did you add to this company or its customers?			

2.

Employer	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip	Starting Salary	Ending Salary	2.

Phone number			3.
Fax number	Supervisor(s)		4.
Job position(s)	E-mail address of supervisor		
Reason(s) for leaving			
What value did you add to this company or its customers?			

3.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
	Reason(s) for leaving			
	What value did you add to this company or its customers?			

4.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.

Fax number	Supervisor(s)	4.
Job position(s)	E-mail address of supervisor	
Reason(s) for leaving		
What value did you add to this company or its customers?		

5.

Employer	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip	Starting Salary	Ending Salary	2.
Phone number			3.
Fax number	Supervisor(s)		4.
Job position(s)	E-mail address of supervisor		
Reason(s) for leaving			
What value did you add to this company or its customers?			

6.

Employer	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip	Starting Salary	Ending Salary	2.
Phone number			3.

Fax number	Supervisor(s)	4.
Job position(s)	E-mail address of supervisor	
Reason(s) for leaving		
What value did you add to this company or its customers?		
Military Service Record		
Have you ever served in the U.S. Armed Forces? ___ Yes ___ N		
List duties in the Service, including special training that is relevant to the position for which you have applied.		

Additional Information			
List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.			
List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:			
	Fluent	Good	Fair
Speak			
Read			
Write			

Additional Information			
Have you ever been employed with this company before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, when? _____			
Do you have any friends or relatives employed by this company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, please provide their names and relationship to you: _____			
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
May we contact your employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you currently on "lay off" status and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you are under 18 years of age, can you provide proof of your eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain: _____		
Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence “(DUI)”	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
If hired, do you have a reliable means of transportation to and from work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, would you be able to travel or work overtime as needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain: _____		

INSTRUCTIONS FOR ANSWERING APPLICATION QUESTION ABOUT BEING CONVICTED OF A CRIME OR OTHER STATE-SPECIFIC REQUIREMENTS

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.

References

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Name		Occupation

Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Additional Space		
Additional space provided to expand on any points or questions asked previously in this application		

PLEASE USE ADDITIONAL PAPER IF NECESSARY

Please read the following statements carefully as they constitute conditions for employment and initial each acknowledging your understanding

Equal Employment Opportunity Statement

_____ This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

Discrimination and Sexual Harassment Policy Statement

_____ This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Disclosure to Applicants Concerning Drug/Alcohol Testing

_____ If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

Complete and Accurate Information

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

At-Will Employment_____

I understand and agree that if I am employed, my employment will be “at-will”, which means that and I understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the Company or myself. I understand that any prior representation, whether expressed or implied to the contrary is hereby super ceded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company’s president. I further understand that no manager or representative of the company, other than the President has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the President.

Agreement to Abide by Company Rules_____

If I become employed by the Company, in consideration for such employment, I agree to comply with the policies, rules, regulations, and procedures of the Company which may be set out in a policy handbook or otherwise made known to me.

Testing Authorization_____

If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.

Investigation Authorization_____

I authorize investigation into all statements and references contained in this application. Such investigation(s) may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

Company Obligation_____

I understand and agree that the Company’s acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the Company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.

Reference Check Authorization_____

I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM.

Signature

Date

for HR use only

Interview Checklist

Application reviewed on _____

Denial letter sent _____

Interview letter sent _____

Interview Scheduled for _____

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