



EMPLOYMENT APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell?  Yes  No

- Yes  No 1. Are you legally eligible for employment in the US? *Proof of US Citizenship or immigration status will be required upon employment.*
- Yes  No 2. Are you able to meet the physical requirements of this position, with or without reasonable accommodation?
- Yes  No 3. Are you willing to work overtime if required?
- Yes  No 4. Have you been convicted of a felony?

**Please check all times you are available to work:**

- Monday through Thursday  Day (11AM – 5PM)  Evenings (4PM – Close)
- Friday through Sunday  Day (11AM – 5PM)  Evenings (4PM – Close)
- Other \_\_\_\_\_

**How many hours per week are you looking for?**

- Full Time - 30 or more hours per week  Part Time – 10 to 25 hours per week
- Other \_\_\_\_\_

Position desired:  Reception  Track  Other \_\_\_\_\_

**EDUCATION**

- High School Graduate?  Yes  No, if Not → Grade \_\_\_\_\_ HS Name \_\_\_\_\_  
Are you involved in after school activities that may impact your availability to work?  Yes  No
- College/Technical Level/Year \_\_\_\_\_ College/School Name \_\_\_\_\_  
 Enrolled in Day Classes  Enrolled in Evening Classes  Online Classes
- Not attending College/Technical  Graduated in \_\_\_\_\_ (year), Degree \_\_\_\_\_

**WORK HISTORY** (List your last 3 employers, starting with the most recent)

Company	Employment Dates	Reason for Leaving	Rate of Pay

I have no work history, this would be my first job

I declare the information provided above is complete and true to the best of my knowledge. I am aware that any misrepresentation or omission may preclude an employment offer or may result in withdrawal of an employment offer or separation from employment. I understand that employment with the Company is at-will and the employment relationship may be ended by either party and at any time, with or without notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Feel free to add additional information or comments on the back.*