

These pages are provided so you know what we as employers are looking for. Please don't pass over these pages!

## Fast Facts

### Purpose of the Job Application

Job applications go beyond the resume to help you gather insightful information that will screen candidates before the interview stage. Our Job Application guides your applicants to go into detail about education and employment history, computer skills, contacts and more, so you can make an informed decision.

### Reviewing the Application

Once it's complete, use the application as a "prescreening" tool, helping you to decide whether an interview is necessary. If so, use it to help you prepare for the interview. Don't underestimate the value of the information contained in the application; it often can tell you more about the candidate than he or she is likely to reveal in a resume or interview. Look out for these "red flags" as you review:

- Make sure the applicant signs and dates the application — a missing signature may imply that the person has something to hide.
- Scrutinize previous employment, particularly the reasons given for leaving previous employers and the time spent at previous jobs.
- Look for unexplained gaps in employment.
- Neatness counts; excessive cross-outs and changes indicate the applicant is disorganized or is making up responses.
- Pay attention to questions left unanswered; for example, an applicant with a criminal history may skip the question about criminal convictions instead of revealing them.
- If applicants do not give enough details about past employers, such as contact information, it could be a sign of trouble.
- Note stability by seeing how long the applicant has been in the area, and look for references the applicant has known for some time.

## Interview Preparations

- Review the job description before you meet the applicant. You should know as much as possible about the requirements of the job and the knowledge, skills and abilities needed to perform the job.
- Review the application and/or resume. Prepare questions for any areas you wish to explore, such as missing information.
- Be ready with job-related questions you will ask each candidate. Get specific with your questioning and probe deeper into the candidate's initial responses. Ask open-ended questions that cannot be answered with a mere yes or no.

## Interview Do's & Don'ts

**DO** take notes, but NOT on the application. The application is an official employment record subject to recordkeeping requirements. Anything jotted on it could be used against you in a dispute.

**Don't** do all the talking and miss the opportunity for candidates to tell you more about themselves,

**DO** be prepared to honestly answer questions about your company's market strengths, goals, ranking of the position, opportunities for advancement and other relevant areas.

**Don't** make promises, implied or otherwise, you do not intend to or cannot deliver.

**DO** avoid "candidate confusion" by taking a few minutes after each interview to mark down specific comments and general impressions to help you remember each candidate's strengths and weaknesses.

**Don't** ask unlawful or improper questions about marital status, national origin, mental or physical disability, religion, age, arrest record or citizenship.

**DO** explain the notification process so the applicant understands your general timeline for following up and the method of contact.

## Interview Observations

- |   |   |
|---|---|
| ■ Does the applicant listen and respond directly to your questions?                   | ■ Does the applicant relax and build rapport with you?  |
| ■ Does the applicant probe for clarification or more information about the job?       | ■ Does the applicant handle nonverbal communication, such as eye contact, body posture and tone of voice, well? |
| ■ Does the applicant turn potentially negative information into positive information? | ■ How do you feel after the interview? Are you enthusiastic, tired or impressed?                                |

## Additional Screening Tools

- **Pre-employment tests** can give you a more objective view of your candidate. Skills, integrity and personality tests allow you to look for the right job-related qualities. Subject all applicants for the same position to the same types of tests.
- **Background checks** will help you choose the best person for the job. Be sure to comply with the Fair Credit Reporting Act (FCRA) by notifying and obtaining authorization from applicants before requesting certain types of reports.
- **Reference checks** can help you test the honesty of the applicant. Due to increasing employee lawsuits, many companies will confirm only information about title, wages and dates of employment. You may ask your applicants to sign a waiver authorizing previous employers to release requested information to your company and relieve your company of liability for using the information.



# Application for Employment

Please Print

Provide full addresses so we can contact your references and prior employers. Print or type your entries to ensure readability and completeness. Use extra pages if needed.

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

Name \_\_\_\_\_ Applicant ID # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State ZIP Code

Telephone # ( ) \_\_\_\_\_ Cellular/Other Phone # ( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

**Referral Source** (Please check the appropriate category and list the source.)

- ☐ Walk-in \_\_\_\_\_
- ☐ Employee \_\_\_\_\_
- ☐ Advertisement \_\_\_\_\_
- ☐ Company's Website \_\_\_\_\_
- ☐ Other Internet \_\_\_\_\_

- ☐ School \_\_\_\_\_
- ☐ Job Fair \_\_\_\_\_
- ☐ Staffing Agency \_\_\_\_\_
- ☐ Government Employment Agency \_\_\_\_\_
- ☐ Other \_\_\_\_\_

If necessary, best time to call you is \_\_\_\_\_ : AM PM  
☐ Home ☐ Cellular/Other

May we contact you at work? \_\_\_\_\_ ☐ Yes ☐ No

If yes, work number and best time to call: \_\_\_\_\_ : AM PM  
 ( )

If you are under 18 and it is required, can you furnish a work permit? \_\_\_\_\_ ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

Have you submitted an application here before? ..... ☐ Yes ☐ No

If yes, give date(s) and position(s): \_\_\_\_\_

Have you ever been employed here before? ..... ☐ Yes ☐ No

If yes, give dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from this company? ..... ☐ Yes ☐ No

If yes, additional information may be requested.

Are you legally eligible for employment in this country? ..... ☐ Yes ☐ No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_

What is your desired salary range or hourly rate of pay?  
 \$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired: ☐ Full-Time ☐ Part-Time  
☐ Educational Co-Op ☐ Seasonal ☐ Temporary

Will you relocate if job requires it? ..... ☐ Yes ☐ No

Will you travel if job requires it? ..... ☐ Yes ☐ No

If they have been explained to you, are you able to meet the attendance requirements of the position? ... ☐ N/A ☐ Yes ☐ No

Will you work overtime if required? ..... ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

☐ Yes ☐ No ☐ Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying:

\_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded? ..... ☐ Yes ☐ No

Answering "yes" to the following question 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 into account.

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? ..... ☐ Yes ☐ No

If yes, please provide date(s) and details: \_\_\_\_\_

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? ..... ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone # ( )	Dates employed: Month / Year to Month / Year
Street address	City State	<b>Compensation (Starting)</b>
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$
Why did you leave?	E-mail:	<b>Compensation (Final)</b>
Summarize the type of work performed and job responsibilities.		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
		Commission/Bonus/Other Compensation \$

What did you like most about your position?

What were the things you liked least about the position?

Employer	Telephone # ( )	Dates employed: Month / Year to Month / Year
Street address	City State	<b>Compensation (Starting)</b>
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$
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What did you like most about your position?

What were the things you liked least about the position?



## Employment History (continued)

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

If not addressed on previous page, have you ever been fired or asked to resign from a job?..... ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: \_\_\_\_\_

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

☐ Word Processing \_\_\_\_\_ Years: \_\_\_\_\_ ☐ Internet \_\_\_\_\_ Years: \_\_\_\_\_

☐ Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_ ☐ Other \_\_\_\_\_ Years: \_\_\_\_\_

☐ Presentation \_\_\_\_\_ Years: \_\_\_\_\_ ☐ Other \_\_\_\_\_ Years: \_\_\_\_\_

☐ E-mail \_\_\_\_\_ Years: \_\_\_\_\_ ☐ Other \_\_\_\_\_ Years: \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			( )		
			( )		
			( )		

## Social Security Number

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

**Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.**

Organization	Offices Held

List special accomplishments, publications, awards, etc.

**Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.**

In your current or a previous job, have you ever written instructions or directions to be followed by employees or customers?

☐ Yes ☐ No ☐ Not Applicable

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Is there any other job-related information you want us to know about you? \_\_\_\_\_  
\_\_\_\_\_

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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