

# Application for Employment



MEL STEVENSON & ASSOCIATES, INC.

PLEASE PRINT

Position (s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source  Advertisement  Employee  Relative  Government Employment Agency  
 Walk - in  Private Employment Agency  Other \_\_\_\_\_

Name of Source (If Applicable) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
Last First Middle

Telephone Number (\_\_\_\_) \_\_\_\_\_ Street City State Zip Code  
Social Security Number \_\_\_\_\_ - \_\_\_\_\_

If necessary, best time to call you at home is \_\_\_\_\_ Date of Birth \* \_\_\_\_/\_\_\_\_/\_\_\_\_

May we contact you at work? .....  Yes  No

If yes, work number and best time to call.....(\_\_\_\_) \_\_\_\_\_ : \_\_\_\_ a.m. p.m.

If you are under 18, can you furnish a work permit? .....  Yes  No

Have you filed an application here before? .....  Yes  No

If yes, give dates..... \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

Are you legally eligible for employment in this country?.....  Yes  No  
(Proof of U.S. Citizenship or immigration status will be required upon employment)

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

Type of employment desired  Full Time  Part Time  Temporary  Seasonal

Are you on lay-off and subject to recall?.....  Yes  No

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

Are you able to meet the attendance requirement of the position? .....  Yes  No

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

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

Have you ever been convicted of a felony in the last seven (7) years?.....  Yes  No  
(Such conviction may be relevant if job related, but does not bar you from employment)

If Yes, please explain: \_\_\_\_\_

Drivers license number \_\_\_\_\_ State \_\_\_\_\_

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

# Employment History

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone (      )	Dates Employed		Summarize the nature of the work performed and job responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
Employer	Telephone (      )	Dates Employed		Summarize the nature of the work performed and job responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
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Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	

Comments (including explanation of any gaps in employment)

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## Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company.

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## Education Background (if job related)

A. List last three (3) schools attended, starting with last one. B. List Number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major and minor field of study (if applicable).

A.	School	B. # Years Completed	C. Degree / Diploma	D. GPA / Class Rank	E. Major	E. Minor

List any foreign language (s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

## References

List name and telephone number of three (3) business/work references who are not related to you and are not previous supervisors. If not applicable, list three (3) school or personal references who are not related to you.

Name	Telephone	Years Known
	( )	
	( )	
	( )	

List professional, trade business, or civic association's and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.) \_\_\_\_\_

List any additional information you would like us to consider. \_\_\_\_\_

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the Employer the right to investigation all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

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

### For Personnel Department Use Only

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Position (s) applied for .....  Available  Not Available

Other positions considered for \_\_\_\_\_

\_\_\_\_\_

Hired..... Yes  No Date of Hire \_\_\_\_/\_\_\_\_/\_\_\_\_

Position hired for \_\_\_\_\_

EEO classification \_\_\_\_\_

- |                           |                            |                              |
|---------------------------|----------------------------|------------------------------|
| 1. Officials and Managers | 4. Sales                   | 7. Operatives (semi-skilled) |
| 2. Professionals          | 5. Office and Clerical     | 8. Laborers                  |
| 3. Technicians            | 6. Craft Workers (skilled) | 9. Service Workers           |

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_