

INITIAL APPLICATION FOR EMPLOYMENT CONSIDERATION

INSTRUCTIONS
(Read Carefully)

- ◆ Print or type responses.
- ◆ Take the time to fully and accurately complete this application.
- ◆ Respond directly on this application. Do not enter "Refer to Resume" or "See Attached".
- ◆ Enter N/A if a question does not apply to you.
- ◆ Review and sign the Certification Statement of this application.
- ◆ **This Company provides equal employment consideration for all applicants without regard to race, sex, color, national origin, religion, veteran status, sexual orientation, gender identity, gender expression, transgender, age, disability or genetic information.**

I. PERSONAL INFORMATION

Legal Name: (Last) _____ (First) _____ (MI) _____ (Preferred Name) _____

Mailing Address: (Street) _____ (City) _____ (State) _____ (Zip) _____

Preferred method of communication during hiring process: Email Phone Email: _____ Phone: _____

Are you authorized to work in the United States? Yes No Are you at least 18 years of age? Yes No

Indicate reason for submitting this application:

Referred by employee (name employee) _____

Responding to ad (enter position title as advertised) _____

Referred by agency (enter agency's name) _____

Have you previously submitted an application? (If yes, provide date and name used at the time)

Yes No Date: _____ / _____ / _____ Name: _____

Have you previously been employed by the Company?

Yes No Date: _____ / _____ / _____ Department: _____

Do you have relatives who work, or have worked, for the organization? (If yes, provide full name and relationship to you)

Yes No Name: _____ Relationship: _____

Name: _____ Relationship: _____

II. DESIRED EMPLOYMENT

Minimum Salary Required \$ _____ per _____ First Date Available to Work _____ / _____ / _____

Desired Work Schedule

Part-Time (Describe available dates/hours) _____ Full-Time

Temporary (Describe available period) _____

Are you available to work various shifts? Yes No Will you work overtime if required? Yes No

Limited (Explain) _____ Limited (Explain) _____

A. Complete the following only if you are applying for a management position or a position utilizing a college degree.

Type of position desired _____

Type of degree _____ GPA _____ Major _____

Attach a copy of your transcripts, or check this box if transcripts are not available and you agree to provide a copy within 30 days.

B. Check only one of the following boxes if you did not complete the above section.

Accounting Department Administrative

Aviation Department Building Maintenance

General (Non-Office) General Office (Non-Secretarial)

Security Department Other _____

III. FORMAL EDUCATION AND TRAINING

Received High School Diploma / GED Equivalent Yes No

Provide the following information for each College, Technical, and/or Vocational School you attended. If you did not receive a certificate or degree, enter the approximate number of semester hours for which you actually received credit.

Degree	Subject	Institution/City/State	GPA

List each license and/or certificate you have been awarded (examples include: CPA, pilot, etc.)

IV. TEN YEAR EMPLOYMENT HISTORY

Starting from today and working back, provide requested information regarding your employment history during the last **ten** years. You **MUST** account for any gaps in employment by entering "unemployed" and the dates. You should indicate the reason such as "in school" or "looking for work". Request a Supplemental Employment History Form for additional space.

Employer's Name: _____ Phone Number: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Starting Position Title: _____ Supervisor's Name: _____
 Ending Position Title: _____ Dates of Promotions: _____
 Full-Time Part-Time Other Temp.
 Dates Employed From: ____/____/____ To: ____/____/____
 Currently employed? Yes No Eligible for rehire? Yes No May we contact? Yes No
 Briefly describe primary duties: _____
 Explain reason for leaving: _____

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 Explain reason for leaving: _____

CERTIFICATION STATEMENT

I hereby certify, by my signature, that:

- ◆ My sole purpose for completing this application is to pursue employment consideration with this Company;
- ◆ I have fully completed this application and provided accurate responses to the best of my ability;
- ◆ I understand I may be disqualified from further consideration, or if hired, terminated should the Company determine any information is incomplete and/or inaccurate, whether the error or omission was intentional or otherwise;
- ◆ If hired, my employment and compensation will be on an "at will" basis, which means my employment status can be adjusted or terminated by either myself or the Company without further notice at any time;
- ◆ I fully understand that no recruiter, interviewer, or Company representative other than the Company's President or Vice President has authority to enter into an agreement with me, written or verbal, for any specified period of employment or guaranteed salary; and
- ◆ I have fully read and understand the above Certification Statement.

 Applicant's Signature

 Date