



# Application for Employment

We consider all applicants for all positions and make all hiring decisions without regard to race, color, religion, sex, national origin, ancestry, citizenship, age, pregnancy, sexual orientation, veteran status, disability, or any other legally protected status.

**Please Print**

Position applying for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
   (Last)  (First)  (Middle)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_ Home telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell telephone #: \_\_\_\_\_

Where did you find out about this position? \_\_\_\_\_

On what date would you be available to start work? \_\_\_\_\_

Are you able to work? Check all that apply:

Full-time (40 Hours)  Part-time (Less than 40)  Temporary  Saturday  Evenings

Are you currently employed? YES  NO

May we contact your present employer? YES  NO

Are you legally authorized to work in the United States?  
 (Proof of work authorization will be required upon employment) YES  NO

Have you ever been convicted of a crime?  
 (Do not disclose any convictions that have been sealed or expunged (e.g. juvenile convictions).  
 If yes, please describe below: YES  NO

If requirements are applicable, could you provide proof of your academic or professional license credentials? YES  NO

HIGH SCHOOL		
Name and Location of School	# of Years Attended	Did you receive?
		Diploma <input type="checkbox"/> GED <input type="checkbox"/>
TRADE SCHOOL		
Name and Location of School	# of Years Attended	Name of Degree or Certificate?
COLLEGE		
Name and Location of School	# of Years Attended	Name of Degree or Certificate?

**PREVIOUS EMPLOYMENT (BEGINNING WITH THE MOST RECENT)**

Company				Phone	(    )
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	(    )
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	(    )
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

**PLEASE DESCRIBE ANY ADDITIONAL JOB-RELATED SKILLS/TRAINING:**


COMPUTER SKILLS Please indicate all software that you have knowledge of and indicate your skill level.											
Name of Software			Skill Level			Name of Software			Skill Level		
	Basic	Intermediate	Advanced				Basic	Intermediate	Advanced		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Basic	Intermediate	Advanced				Basic	Intermediate	Advanced		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Basic	Intermediate	Advanced				Basic	Intermediate	Advanced		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

LANGUAGES Please indicate all languages that you can speak, read and/or write:										
Name of Language		Speak			Read			Write		
		Fair	Good	Fluent	Fair	Good	Fluent	Fair	Good	Fluent
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Fair	Good	Fluent	Fair	Good	Fluent	Fair	Good	Fluent
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Fair	Good	Fluent	Fair	Good	Fluent	Fair	Good	Fluent
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFERENCES Please list three professional references that you have known at least 1 year. Include at least one current or former supervisor.				
Full Name		Relationship		No. of Years Known
Company		Business Phone	( )	
Full Name		Relationship		No. of Years Known
Company		Business Phone	( )	
Full Name		Relationship		No. of Years Known
Company		Business Phone	( )	
REFERENCES Please list one personal reference that you have known at least 1 year.				
Full Name		Relationship		No. of Years Known
City/State		Home/Cell Phone	( )	

I declare that the information provided by me is complete and true to the best of my knowledge. I am aware that any misrepresentation or omission may preclude an employment offer, may result in withdrawal of an employment offer, or may result in termination of employment. I authorize investigation of all information provided by me in the application process. I understand that any offer of employment is contingent on the completion of a satisfactory background investigation and verification of past employment. I also understand that employment with People's Resource Center is at will, which means that either the employee or People's Resource Center has the right to terminate an employee's employment at any time for any reason or no reason with or without notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date