



APPLICATION FOR EMPLOYMENT

Revised Jul 10, 2018

3ABN considers applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PLEASE PRINT

Position(s) applied for		Date of application	
How did you learn about us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in	
<input type="checkbox"/> Employment agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last name	First name	Middle initial	
Address	City	State	ZIP code
Telephone number(s)		Social security number	

1. Eligibility

If you are under 18 years of age, can you provide required proof of your eligibility? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

Proof of citizenship or immigration status will be required upon employment.

☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: ☐ Full time ☐ Part time ☐ Shift work ☐ Temp

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Are you physically or otherwise unable to perform the duties of the job for which you are applying? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

2. Education

Schools attended:

Elementary	High school / academy	College / university	Graduate
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Highest grade completed _____ Diploma/degree earned _____

Describe any specialized training, apprenticeship, skills, and extra-curricular activities

List any honors received

Additional information you think may be helpful to us in considering your application

Indicate any foreign languages you can speak, read, and/or write

	Fluent	Average	Basic
Speak			
Read			
Write			

List professional, trade, business, or civic activities and offices held

You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, handicap, or other protected status.

Have you ever had job-related training in the United States military? ☐ Yes ☐ No

If Yes, please describe

3. References

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

4. Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities.
You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

#1 Employer		Address		Telephone number(s)
Dates employed	Job title		Hourly rate/salary at start and end	
Work performed				
Supervisor		Reason for leaving		

#2 Employer		Address		Telephone number(s)
Dates employed	Job title		Hourly rate/salary at start and end	
Work performed				
Supervisor		Reason for leaving		

#3 Employer		Address		Telephone number(s)
Dates employed	Job title		Hourly rate/salary at start and end	
Work performed				
Supervisor		Reason for leaving		

#4 Employer		Address		Telephone number(s)
Dates employed	Job title		Hourly rate/salary at start and end	
Work performed				
Supervisor		Reason for leaving		

If you need additional space, please continue on a separate sheet of paper.

Special skills and qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

5. Applicant's Statement

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

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For Personnel Department Use Only

Arrange interview ☐ Yes ☐ No

Remarks

Interviewer

Date

Outcome

Employed ☐ Yes ☐ No

Job title _____ Date of employment _____

Hourly rate/salary \$ _____ Department _____

By:

Name and title

Date

Notes