

# APPLICATION FOR EMPLOYMENT

(Please Print fill out and fax to 631-980-4279)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including sex, color, race, creed, national origin, religious persuasion, sexual orientation, marital status, political belief or disability that does not prohibit performance of essential job functions.

Date: \_\_\_\_\_

## I. Personal Information

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Name: Last Middle First

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Present Address

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Permanent Address (if different than above)

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Social Security Number ( ) Telephone

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver=s license, birth certificate, Green card, ect.) Within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

**Position Applied For:** \_\_\_\_\_

1. Is there any information we would need about your name or use another name for us to be able to check your work record? Please specify:

\_\_\_\_\_

2. Do you have any relatives who are presently or have formerly been employed by us?

\_\_\_\_\_

3. How were you refereed to us? \_\_\_\_\_

4. Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No If Yes, Please explain.

\_\_\_\_\_  
\_\_\_\_\_

**II. Educational History**

School Name/Location	Years Completed	Degree/Diploma
Elem./Jr. High _____	_____	_____
High School _____	_____	_____
College _____	_____	_____
Tech. Training _____	_____	_____
Other _____	_____	_____

Languages:                      Fluent in English: \_\_\_\_\_                      Fluent in Spanish: \_\_\_\_\_

**III. Employment Record** *Please include all employment for the last five years.*

1. _____ Company Name                      (Current or most Recent Employer)	_____
_____	Position Held
Address _____	Dates Employed _____
_____	From                      To
Manager / Supervisor _____	_____
_____	Tel.                      Wage / Salary
2. _____	_____
Company Name	Position Held
_____	Dates Employed _____
Address _____	From                      To
_____	_____
Manager / Supervisor _____	Tel.                      Wage / Salary
3. _____	_____
Company Name	Position Held
_____	Dates Employed _____
Address _____	From                      To
_____	_____
Manager / Supervisor _____	Tel.                      Wage / Salary
4. _____	_____
Company Name	Position Held
_____	Dates Employed _____
Address _____	From                      To
_____	_____
Manager / Supervisor _____	Tel.                      Wage / Salary

**IV. References** *Please do not include relatives or former employers*

1. \_\_\_\_\_  
Name                      Years Known                      \_\_\_\_\_

\_\_\_\_\_

Address                      Telephone                      \_\_\_\_\_

\_\_\_\_\_

Occupation                      \_\_\_\_\_

2. \_\_\_\_\_  
Name                      Years Known                      \_\_\_\_\_

\_\_\_\_\_

Address                      Telephone                      \_\_\_\_\_

\_\_\_\_\_

Occupation                      \_\_\_\_\_

3. \_\_\_\_\_  
Name                      Years Known                      \_\_\_\_\_

\_\_\_\_\_

Address                      Telephone                      \_\_\_\_\_

\_\_\_\_\_

Occupation                      \_\_\_\_\_

**V. Work Availability**

1. If your application receives favorable consideration when will you be available to begin work? \_\_\_\_\_
2. Do you have any objection working over time?                      ( ) Yes                      ( ) No
3. Can you work Mon. thru Fri. from 9 am to 3 pm?                      ( ) Yes                      ( ) No
4. Can you work Mon thru Fri from 3 pm to 9 pm?                      ( ) Yes                      ( ) No
5. Can you work on Saturday **or** Sunday?                      ( ) Yes                      ( ) No
6. Can you travel if required by this position?                      ( ) Yes                      ( ) No

**VI. Salary / Hourly Rate Requirements**

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_.

## Background Research Release

### Authorization and General Release

The undersigned in connection with this application, authorizes all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services and former employers to release information they may have about me to \_\_\_\_\_ or its agents and releases them from any liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report understand that such a report may contain information about my background and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

\_\_\_\_\_  
Applicant=s Name (Please print)

\_\_\_\_\_  
Applicant=s Signature

\_\_\_\_\_  
Witness (Witness Name)

\_\_\_\_\_  
Date

