

**Application for Employment**

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| *All applications will be considered solely on the basis of qualifications and ability, as the company does not unlawfully discriminate from consideration for employment on a basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, veteran status, or any other protected status under applicable local and federal laws.* | | | | | | | | | | | | | | | | | |
| **APPLICANT INFORMATION** | | | | | | | | | | | | | | | |
| **Name** *(Last, First Middle)***:** | |  | | | | | | | | | **Date of Application:** | | |  | |
| **Mailing Address:** |  | | | | | | | | | **Email Address:** | |  | | | |
| **Primary Phone Number:** | |  | | | | **Secondary Phone Number:** | | | | | |  | | | |
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| **GENERAL** | | | | | | | | | | | | | | | |
| **Position(s) Applying for:** | |  | | | **Salary Expectation:** | | | | $ | | **Date Available to Work:** | | | |  |
| **Type of Employment Desired:** Full-Time  Part-Time  Temporary  Internship | | | | | | | | | | | | | | | |
| **Are you legally eligible for employment in the United States?** *If “Yes”, appropriate documentation will be required*  No  Yes | | | | | | | | | | | | | | | |
| **Are you at least 18 years old or older?** *If “No”, you may be required to provide authorization to work*  No  Yes | | | | | | | | | | | | | | | |
| **Have you been employed here before?** *If “Yes”, please provide dates of employment, positions held & company* | | | | | | | | | | | | | | | |
| No  Yes – dates worked: | | |  | | | | | | | | | | | | |
| **Name any relatives employed by the company. What is the relationship?** | | | | | | | |  | | | | | | | |
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| **EDUCATION** | | | | | | | | | | | | | | | |

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|  | **Name & Address** | **Course of Study** | **# of years completed** | **Did you graduate?** | **Degree or Diploma** |
| **High school or GED** |  |  |  | No  Yes |  |
| **Business / Trade School** |  |  |  | No  Yes |  |
| **College** |  |  |  | No  Yes |  |
| **Graduate studies** |  |  |  | No  Yes |  |
| **Other (specify)** |  |  |  | No  Yes |  |

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| **SKILLS & QUALIFICATIONS** | | | | | | |
| Summarize any special training, skills, licenses and / or certificates that may qualify you as being able to perform job related functions in the position for which you are applying. | | | | | | |
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| **Indicate below which you are proficient with the use of by placing a check mark next to those that apply.**  Rate your experience level on a scale of 1 (minimal) to 5 (expert) | | | | | | |
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| **Skill** | **Rate** | **Skill** | **Rate** |
| Typing:       wpm |  | E-mail |  |
| Personal Computer |  | Internet |  |
| Spreadsheet |  | Presentation |  |
| Word Processing |  | Other: |  |
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| **EMPLOYMENT HISTORY** | | | | | | | | | | | | | | | | | | | | | | | | |
| List below present and past employment beginning with the most recent and complete all items. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Employer Name:** | | | |  | | | | | | | | | **From:** |  | | | | | **To:** | |  | | |  |
| **Address:** |  | | | | | | | | **May we contact this employer for reference?** | | | | | | | | | | | | No  Yes | | | |
| **Immediate Supervisor:** | | | | | |  | | | | | **Email Address:** | | | | |  | | | | | | | |  |
| **Telephone Number(s):** | | | | | |  | | **Starting Pay Rate:** | | |  | | | | | | | **Ending Pay Rate:** | | |  | | |  |
| **Position/Title:** | |  | | | | | | | |  | | | | | |  | | | | | | |  | |
| **Work Performed:** | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **Reason for Leaving:** | | | |  | | | | | | | | | | | | | | | | | | | | |
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| 1. **Employer Name:** | | | | |  | | | | | | | | **From:** | |  | | | | **To:** | | |  | | |
| **Address:** |  | | | | | | | | **May we contact this employer for reference?** | | | | | | | | | | | No  Yes | | | | |
| **Immediate Supervisor:** | | | | | | |  | | | | **Email Address:** | | | | | |  | | | | | | | |
| **Telephone Number(s):** | | | | | | |  | **Starting Pay Rate:** | | | |  | | | | | | **Ending Pay Rate:** | | |  | | | |
| **Position/Title:** | |  | | | | | | | |  | | | | | |  | | | | | | |  | |
| **Work Performed:** | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **Reason for Leaving:** | | | |  | | | | | | | | | | | | | | | | | | | | |

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| 1. **Employer Name:** | | | | | | | |  | | | | | **From:** |  | | | | **To:** | | |  | |
| **Address:** | |  | | | | | | | | | **May we contact this employer for reference?** | | | | | | | | No  Yes | | | |
| **Immediate Supervisor:** | | | | | | | | |  | | | **Email Address:** | | | |  | | | | | | |
| **Telephone Number(s):** | | | | | | | | |  | **Starting Pay Rate:** | |  | | | | | **Ending Pay Rate:** | | | |  | |
| **Position/Title:** | | |  | | | | | | | | | | | | | | | | | | | |
| **Work Performed:** | | | | | |  | | | | | | | | | | | | | | | |  |
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| **Reason for Leaving:** | | | | | | | | |  | | | | | | | | | | | | | |
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| 1. **Employer name:** | | | | | | |  | | | | | | **From:** |  | | | | **To:** | |  | | |
| **Address:** | |  | | | | | | | | | **May we contact this employer for reference?** | | | | | | | | No  Yes | | | |
| **Immediate Supervisor:** | | | | | | | | |  | | | **Email Address:** | | |  | | | | | | | |
| **Telephone Number(s):** | | | | | | | | |  | **Starting Pay Rate:** | |  | | | | | **Ending Pay Rate:** | | |  | | |
| **Position/Title:** | | | |  | | | | | | | | | | | | | | | | | | |
| **Work Performed:** | | | | |  | | | | | | | | | | | | | | | | | |
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| **Reason for Leaving:** | | | | | | | | |  | | | | | | | | | | | | | |
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| **PROFESSIONAL REFERENCES** | | | | |
| List three (3) persons who have definite knowledge of your qualifications or who have the opportunity to evaluate your work. | | | | |
| **Name** | **Company /Job Title** | **Contact Information**  ***(Email address, phone no.)*** | **Relationship** | **Years known** |
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| **APPLICANT’S STATEMENT** | | |
| I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Moylan’s The Company and Affiliated Companies to verify their accuracy and to obtain reference information on my work performance. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or immediately discharge me from the employer’s service, whenever it is discovered.  I expressly authorize, without reservation, Moylan’s The Company and Affiliated Companies, its representatives, employees or agents, to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.  I understand that Moylan’s The Company and Affiliated Companies does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, veteran status, or any other protected status under applicable federal and local laws.  I understand this application remains current for 90 days from the date the company receives it. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.  I also understand if an offer of employment is made, it is contingent upon proof by me that I am legally authorized to work in the United States, in compliance with the Federal Immigration Law.  If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the company reserves the same right to terminate my employment at any time, with or without cause and without prior notice. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the company’s Executive Committee and / or member of the management team.  BY SIGNING BELOW, I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND AND ACCEPT ALL TERMS OF THE FOREGOING APPLICANT STATEMENT. | | |
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| **Applicant’s Signature** | **Date** |