



# 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?

- Advertisement     
 Friend     
 Walk-in  
 Employment agency     
 Relative     
 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?  
*Conviction will not necessarily disqualify an applicant from employment.*  Yes  No

If Yes, please explain \_\_\_\_\_

## 2. Education

Schools attended:

Elementary	High school / academy	College / university	Graduate
------------	-----------------------	----------------------	----------

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.

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

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

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

<b>#4 Employer</b>		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

////////////////////////////////////  
**For Personnel Department Use Only**

Arrange interview  Yes  No

Remarks

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

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Outcome

Employed  Yes  No

Date of employment \_\_\_\_\_

Job title \_\_\_\_\_

Department \_\_\_\_\_

Hourly rate/salary \$ \_\_\_\_\_

By:

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Date

Notes

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