

Employment Application

Please Select Hours / Shift you are Applying for

Full-Time Part-Time PRN 1st 2nd 3rd

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No. (Optional): _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Are you employed now? YES NO If so, may we inquire of your present employer? YES NO

Can you perform the essential functions for the job applied for as listed in the job description, with or without reasonable accommodations? YES NO
 (If no, describe the essential functions that cannot be performed.)

 If hired, would you have a reliable means of transportation to and from work? YES NO

How did you hear about Archwood? _____

Are you at least 18 years of age? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

General

Subjects of Special Study: _____

Special Training, Certification or Licenses: _____

Special Skills: _____

Additional Qualifications

Are you licensed / certified for the job applied for? YES NO Name of License / Certification: _____

Issuing State: _____ License / Certification Number: _____

Has your license/ certification been revoked or suspended? YES NO

If yes, state reason(s), date of revocation or suspension, and date of reinstatement.

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Please list your current and past 3 employers. If your last 3 employers do not cover the last 5 years of employment history, please list all employment within the last 5 years.

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact this employer to verify previous employment? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact this employer to verify previous employment? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact this employer to verify previous employment? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Criminal History

Have you ever pled guilty or been convicted of a criminal offense? YES NO

If "yes" list all guilty pleas & convictions, date, nature of offenses and where they occurred (county & state).

(Please note: A conviction will not automatically disqualify you from employment)

Other

Do you have any friends or relatives working for this employer?

YES NO

If yes, state name(s) and relationship:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____