

Michaelson, Connor & Boul

APPLICATION FOR EMPLOYMENT

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

Position Applying for: _____ Date: _____

Last Name First Name Middle

Address City State Zip Code

Telephone Number: _____ Social Security Number: _____

(PLEASE PRINT)

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

Can you lawfully be employed in this country? _____ Yes _____ No

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

On what date would you be available for work?

Are you available to work: ___ Full Time ___ Part Time ___ Temporary

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 able to perform the essential job functions of the job which you are applying, with or without accommodation? _____ Yes _____ No

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

EQUAL OPPORTUNITY EMPLOYER AFFIRMATIVE ACTION PLAN PARTICIPANT

EDUCATION

	High School				Undergraduate College/University				Graduate Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
School Name and State												
Diploma/Degree												
Major of Study												
Other (business/trade technical school)												

<p>Subject of special study or research work:</p> <p>_____</p> <p>Special Training/Skills:</p> <p>_____</p> <p>Do you have any commitments to another entity, business, or person that might affect your employment with our company? No _____ Yes _____</p> <p>If "yes", please explain:</p> <p>_____</p> <p>_____</p>

<p>Indicate professional certification/memberships/organizations you belong to:</p>
1.
2.
3.

EMPLOYMENT EXPERIENCE

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

Employer	Dates Employed		Supervisor	
	From	To		
Address	Telephone Number		Hourly Rate/Salary	
			Starting	Final
Job Title				
Description of duties				
Reason for Leaving				
Employer	Dates Employed		Supervisor	
	From	To		
Address	Telephone Number		Hourly Rate/Salary	
			Starting	Final
Job Title				
Description of duties				
Reason for Leaving				
Employer	Dates Employed		Supervisor	
	From	To		
Address	Telephone Number		Hourly Rate/Salary	
			Starting	Final
Job Title				
Description of Duties				
Reason for Leaving				

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

PROFESSIONAL REFERENCES ONLY (NO PERSONAL)

Give name, telephone number, and company/title of three references:

- 1. _____
- 2. _____
- 3. _____

Have you ever had any job-related training in the United States military? _____ Yes _____ No
If yes, please describe: _____

APPLICANT’S STATEMENT

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

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

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 applicants are being accepted at that time. _____
initials

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
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 the President of this organization. _____
initials

Employee acknowledges and understands that employment may be contingent on successfully
passing a criminal record background check, as some positions require the employee to have no
criminal record. Employees in such positions will be required to retain a record devoid of crimes
throughout their employment. _____
initials

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

EQUAL OPPORTUNITY EMPLOYER AFFIRMATIVE ACTION PLAN PARTICIPANT

Voluntary Applicant Data Record

This company is an Equal Opportunity Employer. We do not discriminate in hiring or employment because of race, color, creed, national origin, sex, age, disability or veteran status. Various government agencies request statistical information regarding our hiring practices. **Your cooperation in completing this section is completely voluntary. Any information gathered is strictly confidential. Your answers will in no way be used against you.** Thank you for your cooperation.

Name: _____

Please Specify Your Sex	
Check one	
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
I choose not to disclose	<input type="checkbox"/>

Spanish/Hispanic/Latino	
Check one	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
I choose not to disclose	<input type="checkbox"/>

Please Specify Your Race	
Check all that apply	
White	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
American Indian or Alaskan Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Native Hawaiian or Pacific Islander	<input type="checkbox"/>
OR	
I choose not to disclose	<input type="checkbox"/>