



## 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.

**PLEASE PRINT**

Position(s) Applied For:			Date of Application:		
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other: _____	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)	Social Security / /		Email		

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes       No       N/A

Have you ever filed an application with us before?

Yes       No

If yes, give date(s) \_\_\_\_\_

Have you ever been employed with us before?

Yes       No

If yes, give date(s) \_\_\_\_\_

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       N/A

On what date would you be available for work? \_\_\_\_\_

Are you available to work:

Full-Time       Part-Time       Weekends  
 Temporary       Over-Time       Evenings

Are you currently on "lay-off" status and subject to recall?  Yes       No

Can you travel if a job requires it?  Yes       No

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Have you been convicted of a felony within the past 7 years?  Yes  No  
Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain. \_\_\_\_\_

Do any of your friends or relatives work here?  Yes  No

If yes, please identify. \_\_\_\_\_

### EDUCATION

	Elementary School	High School	Undergraduate College/University	Graduate Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/ Degree				
Describe Course Of Study				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.	
Describe any honors you received.	
State any additional information you feel may be helpful to us in considering your application.	

Indicate any foreign languages you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Have you had any job related training in the United States military?  Yes  No

If yes, please describe. \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of this job  Yes  No

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## 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.

Current/Most Recent Employer		Dates Employed		Work Performed
		FROM	TO	
Address				
Telephone Number(s)				
Job Title	Supervisor	Starting Salary		
Reason for Leaving		Final Salary		

Employer		Dates Employed		Work Performed
		FROM	TO	
Address				
Telephone Number(s)				
Job Title	Supervisor	Starting Salary		
Reason for Leaving		Final Salary		

Employer		Dates Employed		Work Performed
		FROM	TO	
Address				
Telephone Number(s)				
Job Title	Supervisor	Starting Salary		
Reason for Leaving		Final Salary		

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Employer		Dates Employed		Work Performed
		FROM	TO	
Address				
Telephone Number(s)				
Job Title	Supervisor	Starting Salary		
Reason for Leaving		Final Salary		

### REFERENCES

Please give the name, address and telephone numbers of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

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Why should we hire you for this position?

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### **APPLICANT'S STATEMENT**

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.

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 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 this company.

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 employers.

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Signature of Applicant

Date

Fax completed application to Human Resources at 1-866-937-8811 or  
Email to [stonybrookoff@comcast.net](mailto:stonybrookoff@comcast.net)

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