



## APPLICATION FOR EMPLOYMENT

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

**PLEASE PRINT**

Position Applied For:			Date of Application:		
How did you learn about us? <input type="checkbox"/> Advertisement ~ If so, please indicate: <input type="checkbox"/> Newspaper <input type="checkbox"/> Online <input type="checkbox"/> Other					
<input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <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 Number (voluntary)		

Best time to reach you at home is: ..... : \_\_\_\_ am/pm

If you are under 18 years of age, can you provide required proof of your eligibility to work?.....     Yes     No

Have you ever filed an application with us before? If yes, give date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .....     Yes     No

Have you ever been employed with us before? If yes, give date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .....     Yes     No

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

Can you, after employment, submit verification of your legal right to work in the United States? .....     Yes     No

Can you travel if the job requires it? .....     Yes     No

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

Have you ever been *convicted* of a crime? If yes, please explain.....     Yes     No

Date you are available for work: ____ / ____ / ____	What is your desired salary range? _____
You are available for work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Days Available:    M   T   W   Th   F   S   Su From: _____ am/pm to: _____ am/pm

### EDUCATION

School	Name an address of school	Course of study	No. of years completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

**NOTICE TO APPLICANT: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING:**

Are you capable of performing in a reasonable manner, with or without accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**REFERENCES**      *DO NOT INCLUDE FAMILY MEMEBERS OR PAST SUPERVISORS.*

Name	Telephone Number	Best time to call	Occupation

**EMPLOYMENT EXPERIENCE**

*Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.*

Employer	Dates Employed:	From: _____	Work Performed
Address		To: _____	
Telephone Number(s)	Hourly Rate/Salary:	Starting: _____	
Starting/Present Job Title		Ending: _____	
Supervisor			
Reason for leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed:	From: _____	Work Performed
Address		To: _____	
Telephone Number(s)	Hourly Rate/Salary:	Starting: _____	
Starting/Present Job Title		Ending: _____	
Supervisor			
Reason for leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed:	From: _____	Work Performed
Address		To: _____	
Telephone Number(s)	Hourly Rate/Salary:	Starting: _____	
Starting/Present Job Title		Ending: _____	
Supervisor			
Reason for Leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

**ADDITIONAL KNOWLEDGE AND SKILLS:**

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**APPLICANT'S STATEMENT**

Please Read Carefully, Initial Each Paragraph and Sign Below

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my  
Initials chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Temeka Incorporated to thoroughly investigate my references, work record,  
Initials education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving my prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may  
Initials be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Applicant's Name (Please Print): \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_