

Application for Employment

Short Form

Instructions: It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Name _____
LAST FIRST MIDDLE

Address _____
STREET

Phone (____) _____
CITY STATE ZIP CODE

Social Security # _____

Position applied for _____

Shift preferred 1 2 3 Any

Special training or skills (languages, machine operation, etc.) that would benefit you in the job for which you are applying:

Would you accept full-time work? Yes No

Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed here? Yes No

If yes, dates: _____

Are you legally eligible for employment in the United States?
(If yes, proof is required if hired.) Yes No

If you are under 18 years old, can you provide a work permit if required?
 Yes No

FOR OFFICE USE ONLY:

Applicant number _____

Employee number _____

Position _____

Hire date ____/____/____ Rate _____

Class _____ Skill _____

Other _____

Notes _____

Attachments:

- Resumé
- Applicant reference check
- Applicant interview
- Payroll change notice
- Employee data card

Educational Background

High School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational Training/Other: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education: _____

Employment Experience

Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

Employer _____ Contact Name _____
Address _____ Phone (_____)
Job Title _____
Dates employed: from (mm/yy) ___/___/___ to (mm/yy) ___/___/___ Hourly rate/salary: starting ___/___/___ final ___/___/___
Reason for leaving _____

Employer _____ Contact Name _____
Address _____ Phone (_____)
Job Title _____
Dates employed: from (mm/yy) ___/___/___ to (mm/yy) ___/___/___ Hourly rate/salary: starting ___/___/___ final ___/___/___
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Employer _____ Contact Name _____
Address _____ Phone (_____)
Job Title _____
Dates employed: from (mm/yy) ___/___/___ to (mm/yy) ___/___/___ Hourly rate/salary: starting ___/___/___ final ___/___/___
Reason for leaving _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Applicant's signature _____ Date ___/___/___

Fast Facts

Purpose of the Job Application – Short Form

Job applications go beyond the resume to help you gather insightful information that will screen candidates before the interview stage. Our Job Application – Short Form is best suited for non-exempt positions (e.g., entry-level and hourly positions). It encourages your applicants to go into detail about education and employment history so you can make an informed decision.

Reviewing the Application

Once it's complete, use the application as a "prescreening" tool, helping you to decide whether an interview is necessary. If so, use it to help you prepare for the interview. Don't underestimate the value of the information contained in the application; it often can tell you more about the candidate than he or she is likely to reveal in a resume or interview. Look out for these "red flags" as you review:

- Make sure the applicant signs and dates the application – a missing signature may imply that the person has something to hide.
- Scrutinize previous employment, particularly the reasons given for leaving previous employers and the time spent at previous jobs.
- Look for unexplained gaps in employment.
- Neatness counts; excessive cross-outs and changes indicate that the applicant is disorganized or is making up responses.
- Pay attention to questions left unanswered. For example, an applicant who is not legally eligible for employment in the United States may skip this question.
- If applicants do not give enough details about past employers, such as contact information, it could be a sign of trouble.
- Note stability by seeing how long the applicant has worked for each previous employer.

Interview Preparations

- **Review the job description before you meet the applicant.** You should know as much as possible about the requirements of the job and the knowledge, skills and abilities needed to perform the job.
- **Review the application and/or resume.** Prepare questions for any areas you wish to explore, such as missing information.
- **Be ready with job-related questions you will ask each candidate.** Get specific with your questioning and probe deeper into the candidate's initial responses. Ask open-ended questions that cannot be answered with a mere yes or no.

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Interview Do's & Don'ts

DO take notes, but NOT on the application. The application is an official employment record subject to recordkeeping requirements. Anything jotted on it could be used against you in a dispute.

Don't do all the talking and miss the opportunity for candidates to tell you more about themselves.

DO be prepared to honestly answer questions about your company's market strengths, goals, ranking of the position, opportunities for advancement and other relevant areas.

Don't make promises, implied or otherwise, you do not intend to or cannot deliver.

DO avoid "candidate confusion" by taking a few minutes after each interview to mark down specific comments and general impressions to help you remember each candidate's strengths and weaknesses.

Don't ask unlawful or improper questions about marital status, national origin, mental or physical disability, religion, age, arrest record or citizenship.

DO explain the notification process so the applicant understands your general time line for following up and the method of contact.

Interview Observations

- Does the applicant listen and respond directly to your questions?
- Does the applicant relax and build rapport with you?
- Does the applicant probe for clarification or more information about the job?
- Does the applicant handle nonverbal communication, such as eye contact, body posture and tone of voice, well?
- Does the applicant turn potentially negative details into positive information?
- How do you feel after the interview? Are you enthusiastic, tired or impressed?

Additional Screening Tools

- **Pre-employment tests** can give you a more objective view of your candidate. Skill, integrity and personality tests allow you to look for the right job-related qualities. Give all applicants for the same position the same kinds of tests.
- **Background checks** will help you choose the best person for the job. Be sure to comply with the Fair Credit Reporting Act (FCRA) by notifying and obtaining authorization from applicants before requesting certain kinds of reports.
- **Reference checks** can help you test the honesty of the applicant. Due to increasing employee lawsuits, many companies will confirm only information about title, wages and dates of employment. You may ask your applicants to sign a waiver authorizing previous employers to release requested information to your company and relieve your company of liability.