



APPLICATION FOR EMPLOYMENT

Hall County _____

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

(PLEASE PRINT)

Position(s) Applied For _____

Date of Application _____

How Did You Learn About Us?
Advertisement _____ Friend _____ Relative _____ Walk-in _____

Employment Agency _____ Relative _____ Other _____

Last Name		First Name		Middle Name	
Address: Number	Street	City	State	Zip Code	
Telephone Number(s)			Social Security Number		

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 Hall County before?
Yes _____ (If Yes, give date) _____ No _____

Have you ever been employed with us before?
Yes _____ (If Yes, give date) _____ No _____

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?
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 _____ Shift Work _____ Temporary _____

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

Can you travel if a job requires it? Yes _____ No _____

Have you been convicted of a felony within the last 7 years?
Yes _____ No _____ (Conviction will not necessarily disqualify an applicant from employment.)
If Yes, please explain _____

EDUCATION

Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School			
High School			
Undergraduate College			
Graduate Professional			
Other (Specify)			

Indicate foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

EMPLOYMENT EXPERIENCE

On the following page, list your 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. If you need additional space, please continue on a separate sheet of paper.

1. Employer		Address	
Dates Employed		Hourly Rate/Salary	
From	To	Starting	Final
Telephone Number(s)		Job Title	Supervisor
Work Performed			
Reason for Leaving			
2. Employer		Address	
Dates Employed		Hourly Rate/Salary	
From	To	Starting	Final
Telephone Number(s)		Job Title	Supervisor
Work Performed			
Reason for Leaving			
3. Employer		Address	
Dates Employed		Hourly Rate/Salary	
From	To	Starting	Final
Telephone Number(s)		Job Title	Supervisor
Work Performed			
Reason for Leaving			
4. Employer		Address	
Dates Employed		Hourly Rate/Salary	
From	To	Starting	Final
Telephone Number(s)		Job Title	Supervisor
Reason for Leaving			

List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

OTHER QUALIFICATIONS

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

SPECIALIZED SKILLS

Check Skills/Equipment Operated:

CRT _____	PBX System _____	Production/Mobile Machinery (list): _____	Other (list) _____
PC _____	Lotus 1-2-3 _____	_____	_____
Calculator _____	Fax _____	_____	_____
Typewriter _____	_____	_____	_____
Wordperfect _____	_____	_____	_____

State any additional information you feel may be helpful to us in considering your application:

Note to Applicants: 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 the activities involved in the job or occupation for which you have applied? Yes _____ No _____
A description of the activities involved in such a job or occupation is attached.

REFERENCES

1. Name _____
Phone Number () _____
Address _____
2. Name _____
Phone Number () _____
Address _____
3. Name _____
Phone Number () _____
Address _____

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.

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 employer.

Signature of Applicant

Date _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER