

Name _____ Date _____

Odyssey Writer



Application for Employment

INSTRUCTIONS: Please print and complete all questions. In order for you to be considered for employment, this application must be filled out in its entirety. Resumes are welcomed but should NOT be submitted in lieu of information requested below. Please, include any supplemental information that you feel would be helpful in our consideration of your qualifications. If you need additional space for your responses below, use the comments/other accomplishments section of this questionnaire, or use additional sheets.

APPLICANT IDENTIFICATION

Date: _____

Name: _____
Last First MiddleAddress: _____
StreetDrivers License Number/State: _____
(Only if applying for position which requires frequent traveling)

City State Zip Code

Are you over 18 years of age?: ☐ Yes ☐ NoPhone: _____
Home Business

Are there any other names under which your employment or educational records, references, and other information in the application may be verified?

If so, list: _____

If hired, can you furnish proof that you are either a U. S. Citizen, or otherwise legally permitted to work in the United States?: ☐ Yes ☐ No

TYPE OF EMPLOYMENT DESIRED

Preferred Position: _____ Date you could begin working: _____

Preferred Location: _____ Would you consider relocation?: ☐ Yes ☐ No

Preferred Shift: _____ Desired Starting Salary: _____ If yes, state geographic preference: _____

Applying for: ☐ Full Time ☐ Part Time/Hours: _____ ☐ Temporary _____

HOW DID YOU HEAR ABOUT THIS JOB?

- ☐ Newspaper
- ☐ Website
- ☐ Trade Publication
- ☐ Human Resources Department
- ☐ Job Fair
- ☐ Referral (give name) _____
- ☐ University Career Day
- ☐ Other (specify) _____
- ☐ State Workforce Commission
- ☐ Internally (specify) _____

EDUCATION: Your educational record will be considered only to the extent that it is relevant to the job sought.

Type of School	Name and Location of School	Degree Earned	Field of Specialty	Graduate	Semester Hours Completed
High School or GED				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Postgraduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

EXTRACURRICULAR ACTIVITIES AND SCHOLARSHIPS: List those extracurricular activities and scholarships, which you believe are related to the position for which you are applying. (Please exclude those that may suggest race, religious creed, sex, marital status, age, color, national origin, physical handicap, political persuasion or affiliation.)

Employment Information

INSTRUCTIONS: Please give a complete record of your experience starting with your present or most recent position. (You must list all previous employers). Please include U.S., Military Service (show Rank/Rate at discharge, but not type of discharge). Attach additional sheets if necessary. Resumes are welcome but should NOT be submitted in lieu of information requested below.

EMPLOYMENT BACKGROUND: Present or most recent position.

Employer: _____

Address: _____
Street City State Zip Code

Name and Title of Supervisor: _____

Your current or last position and duties: _____

Your starting position and duties: _____

May we contact your present employer for a reference? ☐ Yes ☐ No

Phone: _____

Employed From (Mo./Yr.): _____

Employed To (Mo./Yr.): _____

Reason for Leaving: _____

Ending Salary: _____

EMPLOYMENT BACKGROUND: Previous position.

Employer: _____

Address: _____
Street City State Zip Code

Name and Title of Supervisor: _____

Your current or last position and duties: _____

Your starting position and duties: _____

Phone: _____

Employed From (Mo./Yr.): _____

Employed To (Mo./Yr.): _____

Reason for leaving: _____

Ending Salary: _____

EMPLOYMENT BACKGROUND: Previous position.

Employer: _____

Address: _____
Street City State Zip Code

Name and Title of Supervisor: _____

Your current or last position and duties: _____

Your starting position and duties: _____

Phone: _____

Employed From (Mo./Yr.): _____

Employed To (Mo./Yr.): _____

Reason for Leaving: _____

Ending Salary: _____

EMPLOYMENT BACKGROUND: Previous position.

Employer: _____

Phone: _____

Address: _____
Street City State Zip Code

Employed From (Mo./Yr.): _____

Name and Title of Supervisor: _____

Employed To (Mo./Yr.): _____

Your current or last position and duties: _____

Reason for leaving: _____

Your starting position and duties: _____

Ending Salary: _____

PROFICIENCIES: If you are applying for a position in which computer skills or secretarial/clerical skills are relevant, please answer the following. (If you have questions about whether such skills are relevant, ask the hiring manager or Human Resources.)

List all makes of computers and operating systems with which you have had operations experience:

List all data processing, telecommunications, of which you are proficient:

List all computer software programs with which you have had experience: _____

Shorthand method: _____

Shorthand speed: _____ w.p.m.

Typing speed: _____ w.p.m.

COMMENTS AND ACCOMPLISHMENTS: Explain below, or on another sheet, your primary area of specialization. If applying for administrative, management or technical positions, outline all programs designed or implemented. If applying for marketing/sales, detail your sales experience, the kind of products sold and the customers serviced. Note: any other details which should be considered in reviewing your qualifications including professional affiliations, honors and awards, thesis, publications, patents, etc. (Exclude professional affiliations which may suggest the race, religious creed, sex, marital status, age, color, national origin, or physical handicap of its members.)

REFERENCES: Please list a Supervisor reference for each employer as shown on application- who can attest to your professional abilities/ work accomplishments.

Name	Address	Business Phone	Reference's Position or relationship to you:

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SECURITY INFORMATION

Have you ever been employed by The Company or subsidiary companies? ☐ No ☐ Yes If yes, give dates and location:

Have you ever been convicted of a felony (using your current name or under any other name)? ☐ No ☐ Yes

If yes, explain below: (Include full name under which you were convicted. Conviction will not automatically disqualify an applicant from employment.)

The type and seriousness of the crime, the frequency of violations, the applicant's age at the time of conviction, the date of conviction, the applicant's entire work and educational history will be considered.

EEO POLICY

The Company is both an equal opportunity and affirmative action employer and believes it is vital to the successful conduct of its business to recruit, hire, train, compensate, promote, assign, transfer, lay off, recall and terminate employees based on their own abilities, achievement and job related experience without discrimination.

CERTIFICATIONS

Should I become an employee of The Company, I will adhere to the company's Code of Conduct and Ethics Policy, will report all suspected violations of law related thereto, and will conduct the company's business in a strictly ethical and legal manner.

I understand that in processing my application an investigation may be made in which information is obtained through personal interviews and review of information held by law enforcement or other government agencies. I authorize The Company to verify my past employment and education, criminal records, credit history, motor vehicle records, personal references and other job related data provided on this application or via the interview process. I authorize the appropriate individuals, companies, institutions or agencies to release information and I release them from any liability as a result of such inquiries or disclosures. I have the right under the "Fair Credit Reporting Act" to make a written request within a reasonable period of time to receive detailed information about the nature and scope of this investigation.

I agree that any decision to hire me is contingent upon the results of my investigation report. A copy of my investigation report results will be mailed to me.

Persons employed by The Company have access to confidential information regarding various phases of Company business. Therefore, The Company follows the usual practice of requiring new employees at the time of employment to sign a non-disclosure agreement. I understand that I must sign such an agreement as a condition of employment.

Pursuant to the immigration Reform and Control Act, The Company will employ only those individuals who are eligible to work in the United States. Accordingly, upon hiring, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

I certify that I have read, understand and will adhere to the aforementioned statements.

I also certify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief and I understand that any misrepresentation or omission of material fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: _____ Date: _____