

# APPLICATION FOR EMPLOYMENT

Standard Chair of Gardner is an equal opportunity employer. It is the policy of Standard Chair of Gardner to 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.

Position(s) Applied For:	Application Date:
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Last Name:	First Name:
Address:	
Telephone Number(s)	
Cell phone number:	Email address:

Best time to contact you at home is: _____ am/pm		Yes	No
If you are under 18 years of age, can you provide required proof of your eligibility to work?		_____	_____
Have you ever filled out an application with Standard Chair of Gardner before? If Yes, give date _____		_____	_____
Have you ever been employed with Standard Chair of Gardner before? If Yes, give date _____		_____	_____
Do any of your friends or relatives, other than spouse, work here? If Yes, give name & relationship _____		_____	_____
Are you currently employed?		_____	_____
May we contact your present employer?		_____	_____
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? <i>(Proof of citizenship or immigration status will be required upon employment.)</i>		_____	_____
Are you currently on "lay-off" status and subject to recall?		_____	_____
Can you travel if the job requires it?		_____	_____
Are you willing to work overtime?		_____	_____

Date available for work \_\_\_\_\_ Earnings Expected \_\_\_\_\_

Are you available to work: \_\_\_\_\_ Full Time *(Please indicate 1 2 3 shift)*  
 \_\_\_\_\_ Part Time *(Please indicate Mornings Afternoons)*  
 \_\_\_\_\_ Temporary *(Please indicate dates available \_\_\_\_\_)*

**Education**

School	Name & Address of School	Course of Study	No. of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/ Professional				
Vocational or Military				
Other (Specify)				

**Personal Data**

Language(s) and present fluency level (optional) (read, write and/or speak) \_\_\_\_\_

Computer skills/languages; scientific/instrument skills \_\_\_\_\_

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

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) \_\_\_\_\_

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

Have you ever been convicted of a misdemeanor or felony? If YES, please explain the circumstances. **NOTE:** A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, length of time since the offense, and nature of the crime will be taken into consideration. [YES] [NO]

**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, with or without a reasonable 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 (Give the name, address and phone number of three persons unrelated, and not living with you)**

Name	Phone Number	Best Time to Call	Occupation

