



# Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

<b>Position(s) applied for or type of work desired:</b> _____	
<b>Type of employment desired:</b>	_____ <b>Full-time</b> _____ <b>Part-time</b>
<b>Are you able to work:</b> <b>(select all that apply)</b>	<input type="checkbox"/> <b>Weekends</b> <input type="checkbox"/> <b>Holidays</b> <input type="checkbox"/> <b>Nights</b> <input type="checkbox"/> <b>Overtime</b>
<b>Have you previously worked for Sunset Commercial Services?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No – if yes, when?</b> _____	
<b>Date you will be available to start work:</b> _____	

Are you able to meet the attendance requirements? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are you either a U.S. citizen or an alien authorized to work in the U.S.? \_\_\_\_\_ Yes      \_\_\_\_\_ No

If you are under 18, can you furnish a work permit if it is required? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Driver's license number (if driving is an essential job duty): \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

## **Employment History**

Please provide all employment information for your past three employers starting with the most recent.

<b>Employer:</b> _____	<b>Position held:</b> _____
Address: _____	Telephone #: _____
Immediate supervisor and title: _____	
Dates employed: From _____	To _____ Salary/Wages: _____
May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job description/Responsibilities: _____	
_____	
_____	
Reason for leaving: _____	

<b>Employer:</b> _____	<b>Position held:</b> _____
Address: _____	Telephone #: _____
Immediate supervisor and title: _____	
Dates employed: From _____ To _____ Salary/Wages: _____	
May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job description/Responsibilities: _____	
_____	
_____	
Reason for leaving: _____	

<b>Employer:</b> _____	<b>Position held:</b> _____
Address: _____	Telephone #: _____
Immediate supervisor and title: _____	
Dates employed: From _____ To _____ Salary/Wages: _____	
May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job description/Responsibilities: _____	
_____	
_____	
Reason for leaving: _____	

**Educational History and Special Skills**

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, training or special skills:		



## Application for Employment

### **References**

List 3 references names, telephone numbers, and years known (do not include relatives or employers):

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I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at anytime, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_