

Application For Employment



Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Warehouse Options, Inc.

Basic Information:

Position Applied For: _____ Date of Application: _____

Name: _____ Social Security Num: _____

Address: _____

Telephone Number: _____ Second Number: _____ Email: _____

If you are under 18, can you provide parental/guardian permission? Over 18 Under 18, can provide Cannot Provide

If no, please explain: _____

Have you ever been employed here before? Yes No If yes, give dates and position: _____

Are you legally eligible for employment in this country? Yes No Date Available to start work: _____

Type of employment desired: Full-Time Part-Time Temporary

Are you able to meet the attendance requirements of the position: Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details _____

(Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.)

Employment History: (Provide the following information for your past four employers, assignments or significant volunteer activities, starting with the most recent.)

From Date	To Date	Employer	Telephone #
Job Title		Address	
Immediate Supervisor Name and Title		Summarize job responsibilities	
May we contact for references? Yes___ No___ Later___		If no or later, please explain:	
Reason for Leaving		Hourly Rate or Salary: \$ _____ per _____	

(Continued)

(Employment History Continued)

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Skills and Qualifications:

Summarize any training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying:

(Continued)

Educational Background: (if job related)

Name and Location:	Number of Years Completed:	Did you Graduate?		Course of Study:
High School				
College		Major	Degree	
Other				

References:

Name and Relationship:	Telephone	Number of Years Known
	()	
	()	
	()	

Applicant Statement:

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to conduct 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, resume, or job interview. I hereby waive any and all rights and claims I have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

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 to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____