

# APPLICATION FOR EMPLOYMENT



**WHIRLYDOME, ORLANDO**  
Employment Application

Today's Date:

## APPLICANT INFORMATION

Last Name	First	M.I.
Street Address		Apartment/Unit #
City	State	ZIP
Phone	E-mail Address	

## YOUR EMERGENCY CONTACT

In Case of an Emergency, I authorize You to Contact:

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

**ALL QUESTIONS MUST BE ANSWERED**

**STATE "N/A" IF QUESTIONS ARE NOT APPLICABLE**

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, marital status, physical or mental handicap, disability, veteran's status, citizenship status, or any other protected class under state, local or county regulations. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization.

**THIS IS A DRUG-FREE WORKPLACE**

**Tell US About Yourself** (You must answer every question on this application. If a question does not apply, put "N/A". Please print.)

What position are you applying for? \_\_\_\_\_ When can you start? (Date) \_\_\_\_\_

What is your salary expectation? \$ \_\_\_\_\_

How were you referred to us? \_\_\_\_\_  
(If you were referred by a person, please provide the name)

Have you completed an application here before?  Yes  No If yes, date: \_\_\_\_\_

Have you been employed here before?  Yes  No If yes, date/position: \_\_\_\_\_

Are you available to work (check all that apply)  Full-time  Part-time  Nights  Weekends

Are there any days or times during the week that you would not be available to work?  Yes  No  
(Reasonable accommodation of religious needs that do not create undue hardship will be considered if applicable)

If yes please list the days/times you are not available to work \_\_\_\_\_

If necessary can you provide that you are over the minimum work age requirement? \_\_\_\_\_

Are you willing to work overtime?  Yes  No Do you have reliable transportation to work?  Yes  No

Can you travel if required?  Yes  No What percentage of time? \_\_\_\_\_

Are you on a layoff or subject to a recall?  Yes  No May we contact your preset employer?  Yes  No

How much time have you lost from work during the past 12 months? \_\_\_\_\_

Are you now or do you expect to be engaged in any other business or employment while working here?  Yes  No

If yes please explain \_\_\_\_\_

Are you presently an officer, employee, or employer of another business in our industry or with whom we compete?  Yes  No

If yes please explain \_\_\_\_\_

Have you ever been terminated or asked to resign from a job?  Yes  No

If yes please explain \_\_\_\_\_

Have you ever been refused bond?  Yes  No

Are you legally eligible to work in the United States?  Yes  No (Proof of citizenship required upon hire)

What three things are most important to you in a job? 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

What three adjectives describe you? 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

What type of work do you enjoy most? \_\_\_\_\_

Why do you want to work here? \_\_\_\_\_

### **Tell US About Your Special Skills and Qualifications**

List any special skills, training, experiences, certifications, or licenses that may be relevant to this position or our company \_\_\_\_\_

\_\_\_\_\_

List any professional, trade, business, or civic activities or offices held that would relate to working here \_\_\_\_\_

\_\_\_\_\_

List any special foreign languages that you fluently speak, read, and/or write that would relate to working here \_\_\_\_\_

\_\_\_\_\_

List software programs that you are proficient in \_\_\_\_\_

\_\_\_\_\_

EDUCATION				
High School			Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College			Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other			Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	

PREVIOUS EMPLOYMENT			
Company #1		Phone (     )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?     YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company #2		Phone (     )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?     YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company #3		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**Tell US About Your Driving Record**

Do you hold a valid driver's license? O Yes O No If yes, provide the state \_\_\_\_\_

Have you been convicted of any moving violations in the past 3 years? O Yes O No

If yes, please explain \_\_\_\_\_

Have you ever been disciplined or terminated from any job for an act of violence, harassment, discrimination, ethical breach or theft?

O Yes O No If yes, explain the circumstances, employer and date \_\_\_\_\_

Do you currently have any criminal charges pending against you? O Yes O No

If yes, explain the details of the charge(s), the date(s) of the offense(s) (month and year), your age at the time of the offense(s) and the current status of the charge(s) \_\_\_\_\_

Are you currently wanted by any law enforcement agency? O Yes O No If yes, by what agency and for what act? \_\_\_\_\_

**Tell US About Any Records** (Must be answered by all applicants)

Have you ever been convicted of; received a sentence for; pled nolo contendere (no contest) been placed on probation, fined, or entered a pretrial intervention program for; or had adjudication with-held by any judicial or quasi-judicial body for a crime, other than a minor traffic violation? (Any criminal record not disclosed by you may be considered falsification of this application which may result in revocation of your offer of employment or termination of employment. Answering yes to this question is not an automatic bar to employment.)

O Yes O No If yes, explain the details of the conviction or other disposition of the charge, the date of the offense and your age at the time of the offense \_\_\_\_\_

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews. I release the company and all directors, officers, employee and agents from any liabilities which may result from an investigation of my past and/or present employers of from disclosure of such information. I understand employment with the company is "at will" and it is further understood that this at "at will" relationship may not be changed by any written document, verbal statements, or by conduct unless an authorized executive of this company specifically acknowledges such change. I understand the first 90 days of employment is a probationary period. I have read, understand, and by my signature consent to these statements.

Signature	Date
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