

Application for Employment

Long Form

Instructions: It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Name _____ Phone (_____)
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Position applied for _____

Social Security # _____

Shift preferred 1 2 3 Any

Expected pay _____

Would you accept full-time work? Yes No

Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed here? No Yes

If yes, please give dates _____

If you are under 18 years old, can you provide a work permit if required? Yes No

Are you legally eligible for employment in the United States? No Yes (If yes, proof is required if hired.)

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond.

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

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

If yes, please explain _____

Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

Employment Experience

Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ___/___ to (mm/yy) ___/___ Hourly rate/salary: starting ___/___ final ___/___
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ___/___ to (mm/yy) ___/___ Hourly rate/salary: starting ___/___ final ___/___
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ___/___ to (mm/yy) ___/___ Hourly rate/salary: starting ___/___ final ___/___
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ___/___ to (mm/yy) ___/___ Hourly rate/salary: starting ___/___ final ___/___
Work performed _____
Reason for leaving _____

Educational Background

High School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational Training/Other: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact 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, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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 for me to reapply and fill out a new application.

Applicant's signature _____ Date ____/____/____

FOR OFFICE USE ONLY:

Applicant number _____ Employee number _____ Hire date ____/____/____

Position _____

Rate _____ Class _____ Skill _____

Other _____

Notes _____

Interview Results		
Interviewer	Date	Comments

Test Results				
Tests Administered	Date	Score	Rating	Comments and Interpretation

Reference Check Results
Employer 1:
Employer 2:
Employer 3:
Employer 4:

Attachments

- Resumé
- Applicant interview
- Employee data card
- Applicant reference check
- Payroll change notice

Fast Facts

Purpose of the Job Application – Long Form

Job applications go beyond the resume to help you gather insightful information that will screen candidates before the interview stage. Our Job Application – Long Form is best suited for exempt positions (e.g., professional, managerial and executive positions). It encourages your applicants to go into detail about education and employment history, computer skills, contacts and more, so you can make an informed decision.

Reviewing the Application

Once it's complete, use the application as a "prescreening" tool, helping you to decide whether an interview is necessary. If so, use it to help you prepare for the interview. Don't underestimate the value of the information contained in the application; it often can tell you more about the candidate than he or she is likely to reveal in a resume or interview. Look out for these "red flags" as you review:

- Make sure the applicant signs and dates the application – a missing signature may imply that the person has something to hide.
- Scrutinize previous employment, particularly on the reasons given for leaving previous employers and the time spent at previous jobs.
- Look for unexplained gaps in employment.
- Neatness counts; excessive cross-outs and changes indicate that the applicant is disorganized or is making up responses.
- Pay attention to questions left unanswered; for example, an applicant with a criminal history may skip the question about criminal convictions instead of revealing them.
- If applicants do not give enough details about past employers, such as contact information, it could be a sign of trouble.
- Note stability by seeing how long the applicant has been in the area, and look for references the applicant has known for some time.

Interview Preparations

- **Review the job description before you meet the applicant.** You should know as much as possible about the requirements of the job and the knowledge, skills and abilities needed to perform the job.
- **Review the application and/or resume.** Prepare questions for any areas you wish to explore, such as missing information.
- **Be ready with job-related questions you will ask each candidate.** Get specific with your questioning and probe deeper into the candidate's initial responses. Ask open-ended questions that cannot be answered with a mere yes or no.

(Continued)

Interview Do's & Don'ts

DO take notes, but NOT on the application. The application is an official employment record subject to recordkeeping requirements. Anything jotted on it could be used against you in a dispute.

Don't do all the talking and miss the opportunity for candidates to tell you more about themselves.

DO be prepared to honestly answer questions about your company's market strengths, goals, ranking of the position, opportunities for advancement and other relevant areas.

Don't make promises, implied or otherwise, you do not intend to or cannot deliver.

DO avoid "candidate confusion" by taking a few minutes after each interview to mark down specific comments and general impressions to help you remember each candidate's strengths and weaknesses.

Don't ask unlawful or improper questions about marital status, national origin, mental or physical disability, religion, age, arrest record or citizenship.

DO explain the notification process so the applicant understands your general timeline for following up and the method of contact.

Interview Observations

- Does the applicant listen and respond directly to your questions?
- Does the applicant probe for clarification or more information about the job?
- Does the applicant turn potentially negative information into positive information?
- Does the applicant relax and build rapport with you?
- Does the applicant handle nonverbal communication, such as eye contact, body posture and tone of voice, well?
- How do you feel after the interview? Are you enthusiastic, tired or impressed?

Additional Screening Tools

- **Pre-employment tests** can give you a more objective view of your candidate. Skill, integrity and personality tests allow you to look for the right job-related qualities. Subject all applicants for the same position to the same types of tests.
- **Background checks** will help you choose the best person for the job. Be sure to comply with the Fair Credit Reporting Act (FCRA) by notifying and obtaining authorization from applicants before requesting certain types of reports.
- **Reference checks** can help you test the honesty of the applicant. Due to increasing employee lawsuits, many companies will confirm only information about title, wages and dates of employment. You may ask your applicants to sign a waiver authorizing previous employers to release requested information to your company and relieve your company of liability for using the information.