

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?	_____	_____

	Yes	No
Have you ever filled out an application with Standard Chair of Gardner before? If Yes, give date _____	_____	_____

	Yes	No
Have you ever been employed with Standard Chair of Gardner before? If Yes, give date _____	_____	_____

	Yes	No
Do any of your friends or relatives, other than spouse, work here? If Yes, give name & relationship _____	_____	_____

	Yes	No
Are you currently employed?	_____	_____

	Yes	No
May we contact your present employer?	_____	_____

	Yes	No
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>	_____	_____

	Yes	No
Are you currently on "lay-off" status and subject to recall?	_____	_____

	Yes	No
Can you travel if the job requires it?	_____	_____

	Yes	No
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

EMPLOYMENT HISTORY

Listing most recent position first, please show former employment and account for any lapses in time between employment periods.

1. Employer's name and address _____ Telephone No. _____
Dates Employed: From _____ To _____
Starting position _____ Final Position _____
Work performed _____
Name and Title of supervisor _____
Reason for leaving _____
May we contact as a reference? ____ Yes ____ No

2. Employer's name and Address _____ Telephone No. _____
Dates Employed: From _____ To _____
Starting position _____ Final Position _____
Work performed _____
Name and Title of supervisor _____
Reason for leaving _____
May we contact as a reference? ____ Yes ____ No

3. Employer's name and address _____ Telephone No. _____
Dates Employed: From _____ To _____
Starting position _____ Final Position _____
Work performed _____
Name and Title of supervisor _____
Reason for leaving _____
May we contact as a reference? ____ Yes ____ No

4. Employer's name and address _____ Telephone No. _____
Dates Employed: From _____ To _____
Starting position _____ Final Position _____
Work performed _____
Name and Title of supervisor _____
Reason for leaving _____
May we contact as a reference? ____ Yes ____ No

Comments: Include explanation of any gaps in employment:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also authorize complete and accurate disclosure by each past employer of all employment-related information including, but not limited to, service dates, titles, responsibilities, pay rates, job performance and reason for termination without liability to the company or any past employer.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Standard Chair of Gardner is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Standard Chair of Gardner.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Standard Chair of Gardner if employed.

Date _____ Signature of Applicant _____

Hired as _____

Starting Rate _____ per _____

Starting Date _____ Shift _____

Authorized: _____