



APPLICATION FOR EMPLOYMENT

All applications will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition, handicap or disability, sexual orientation, citizenship status or any other status protected by law. Belhurst is an Equal Opportunity Employer.

PERSONAL:

(Please Print)

Date ____/____/____

Name _____ Soc. Sec. # _____
Last First MI

Address _____
No. Street City State Zip

Tel. No () _____ Referred by: Our Advt. Please specify where you saw our ad _____
 Emp. Agency Friend or Relative Walk in Belhurst Website

Are you of legal age to work? Yes No *If NO, a work permit will be required.

Are you legally eligible for employment in the United States? Yes No (If hired, verification will be required by law)

Position(s) applied for: _____ Full-time Part-time

If part-time, check days/hours available:

- Monday _____ am/pm to _____ am/pm
- Tuesday _____ am/pm to _____ am/pm
- Wednesday _____ am/pm to _____ am/pm
- Thursday _____ am/pm to _____ am/pm
- Friday _____ am/pm to _____ am/pm
- Saturday _____ am/pm to _____ am/pm
- Sunday _____ am/pm to _____ am/pm

Date available to start work: ____/____/____ Salary or wages desired: \$_____ hr wk

Have you worked for us before? Yes No If YES, When? _____ Position: _____

Indicate special qualifications or skills: _____

If computer skills are required for the job position you have applied for, please check the boxes that apply to your experience: PC MAC Both. Software applications: Word Processing Accounting Data processing Graphics Presentation E-mail Internet Other: _____



EDUCATION	(Name & location of school)	Course of study	Yrs. Completed	Did you graduate?
High school				
College		MAJOR		
		DEGREE		
OTHER				

Are you employed at the present time? Yes No If hired, will you work overtime if required? Yes No

Have you ever been bonded in prior employment? Yes No If YES, list name(s) of employer(s): _____

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? Yes No If YES, please list convictions *(A conviction does not necessarily disqualify an applicant for the position being applied for. You are not obligated to disclose sealed or expunged records)*

PRIOR EMPLOYMENT

(Start with most recent employer)

Employer:	Phone:	From:	To:
Address:	City, ST, ZIP	Position:	
Duties:	Supervisor's Name:		
	Starting Salary/Wages		
Reason for Leaving:	Final Salary/Wages		
Employer:	Phone:	From:	To:
Address:	City, ST, ZIP	Position:	
Duties:	Supervisor's Name:		
	Starting Salary/Wages		
Reason for Leaving:	Final Salary/Wages		
Employer:	Phone:	From:	To:
Address:	City, ST, ZIP	Position:	
Duties:	Supervisor's Name:		
	Starting Salary/Wages		
Reason for Leaving:	Final Salary/Wages		



MILITARY SERVICE

BRANCH OF SERVICE	FROM	TO	RANK & DUTIES	DATE DISCHARGED

PERSONAL REFERENCES:

NAME	ADDRESS	YEARS KNOWN	TELEPHONE

The above information is true and complete to the best of my knowledge. Should I be employed by Belhurst, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. Belhurst, in compliance with the provisions of the Fair Credit Reporting Act of Sept. 1997, may contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history, or credit standing. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to Belhurst.

I understand this application does not constitute an employment contract of any kind. Should I be employed by Belhurst, I may resign such employment at any time at my discretion with or without prior notice and Belhurst may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

Date: _____ Signature of Applicant: _____

DO NOT WRITE BELOW THIS LINE

SUMMARY OF INTERVIEW: _____

Accepted for employment: Yes No POSITION: _____

Starting Rate \$ _____ per HOUR WEEK Scheduled to start work: ___/___/___

Interviewed by: _____ Date: ___/___/___

Approved by: _____ Date: ___/___/___

