



APPLICATION FOR EMPLOYMENT

Date: _____

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to: race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability or veteran status.

PERSONAL BACKGROUND:

Name _____ Social Security # ____ / ____ / ____
Last First Middle

Address _____
Street City State Zip Code

Phone Number _____ Referred by _____

Position Applying for _____ Date you can start ____ / ____ / ____

Full Time ____ Part Time ____ Specify Hours _____ Salary Desired \$ _____

Are you currently employed? _____ If so, may we contact your present employer? _____

Have you ever applied to this company before? _____ Where? _____ When? _____

Are you willing to work overtime? _____

If driving is a requirement of the job for which you are applying, do you have a valid driver's license Yes ____ No ____

Have you ever been convicted of a felony which is substantially related to the functions or qualifications of the position for which you are applying? Yes ____ No ____

Note: This question does not apply to convictions which have been expunged or sealed. (A conviction record will not necessarily be a bar to employment.)

If yes, please described in full the criminal conviction(s), listing the nature of the offense(s) and your rehabilitation since the conviction(s). _____

| EDUCATION BACKGROUND | NAME AND LOCATION OF SCHOOL | CIRCLE HIGHEST GRADE LEVEL COMPLETED | MAJOR AREA OF STUDY |
|------------------------------------|-----------------------------|--------------------------------------|---------------------|
| High School | | 9 10 11 12 GED | |
| College | | 1 2 3 4 | |
| Trade, Business or Graduate School | | | |

List any specialized technical skills (i.e. computer programming/language, software, equipment operation, special tools or machines). _____

WORK EXPERIENCE: Please list below your last four employers, starting with your present or last place of employment. (You may include any verifiable work performed on a volunteer basis, internship or military service.)

| Date Month/Year | Name, Address and Phone # of Employer | Salary | Position | Name of Supervisor | Reason for Leaving |
|-----------------|---------------------------------------|--------|----------|--------------------|--------------------|
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |

REFERENCES: Please give the names of three additional work-related (no relatives) whom we may call. Individuals with no prior work experience may list school or volunteer-related references.

| | <u>Name & Position</u> | <u>Company</u> | <u>Phone Number</u> |
|----|----------------------------|----------------|---------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

APPLICANT'S STATEMENT

By signing this application, I understand that if hired by the company, I will be an employee at will. This means my employment with the company may be terminated at any time at the option of the company or me. I also understand that neither this application nor any communication by a management representative is intended to create or does in fact create a contract of employment.

I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on my part of the facts in this application may result in immediate dismissal.

I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

Applicant's Signature _____ **Date** _____

Meals on Wheels, Etc.
2801 S. Financial Ct.
Sanford, FL 32773
(407) 333-8877

