



## EMPLOYMENT APPLICATION

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, religion, national origin, sex, disability or handicap, pregnancy, age, genetic information or any other legally protected status.

Name: \_\_\_\_\_ Date of Application \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Referral Source:  Ad  Friend  Employment Agency  Job Board  Other

Address:

No. Street City State Zip Code

Email Cell Phone # Other Phone:

Are you 18 years of age or older?  Yes  No If no, can you furnish a work permit?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?  Yes  No (Proof of citizenship or employment eligibility will be required upon employment.)

Have you filed an application or worked here before?  Yes  No If yes, state position held or applied for and dates:

Are you able to perform the “essential functions” of the job for which you are applying (with or without reasonable accommodation)?

Yes  No  Need more information about the job’s “essential functions” to respond.

**NOTE:** 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.

Are you applying for:  Full Time  Part Time (Number of hours desired? \_\_\_)  Temporary

Wage or salary desired? \$ \_\_\_\_\_ When are you available to start work? \_\_\_\_\_

Are you willing to work overtime as required?  Yes  No

Can you travel if the job requires it?  Yes  No

Veteran of the U.S. Military Service?  Yes  No

If yes, what Branch?

Have you been convicted of a crime within the last seven years?  Yes  No (Conviction will not necessarily disqualify an applicant for employment. Applicants are not obligated to disclose sealed or expunged records.)

If yes, describe conditions:



**EDUCATION**

	School	Major/Degree (Describe course of study)	Years Completed	Graduate?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Training or Education:				

**COMPUTER SKILLS**

Please indicate your experience with the following computer skills, if applicable:

	Years of Experience		Years of Experience
Word	<input type="checkbox"/>	PowerPoint	
Excel	<input type="checkbox"/>	Other:	

**EMPLOYMENT EXPERIENCE**

Are you employed now?  Yes  No

May we contact your present employer?  Yes  No

Please provide the following requested information regarding your employment history, including military service assignments and volunteer activities. You may exclude organization names that indicate race, color, religion, national origin, sex, disability or handicap, pregnancy, age, genetic information, or any other legally protected status.

Most Recent Employer	Address: Telephone:
Dates Employed From:	Starting Position (Describe duties)
Dates Employed To:	Position on Leaving (Describe duties)
Supervisor Name, Title, Email, Phone	Reason for Leaving



Employer	Address: Telephone:
Dates Employed From:	Starting Position (Describe duties)
Dates Employed To:	Position on Leaving (Describe duties)
Supervisor Name, Title, Email, Phone	Reason for Leaving
Employer	Address: Telephone:
Dates Employed From:	Starting Position (Describe duties)
Dates Employed To:	Position on Leaving (Describe duties)
Supervisor Name, Title, Email, Phone	Reason for Leaving
Employer	Address: Telephone:
Dates Employed From:	Starting Position (Describe duties)
Dates Employed To:	Position on Leaving (Describe duties)
Supervisor Name, Title, Email, Phone	Reason for Leaving

Have you ever been discharged by an employer?  Yes  No

If yes, please explain all terminations:



List all periods during which you were unemployed:

How did you spend this time?

**REFERENCES:** List 3 business references, including at least two direct Supervisors:

Name	Org/Relationship	Telephone	Email

**APPLICANT'S STATEMENT**

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize The Talking Farm to make an investigation of any of the facts set forth in this application. I agree to immediately notify The Talking Farm if I should be convicted of a felony, or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse, or violence, while my job application is pending, or during my period of employment, if hired.

I authorize my previous employers, schools or persons named as references to give any information regarding employment or educational record. I agree that this company and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn or my employment is terminated because of false statements, omissions or answers made by me on this application. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted The Talking Farm polices.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment.

I understand that this application does not create a contract of employment. I understand that, if hired, employment at The Talking Farm is "at will," which means that either I or the company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Company, other than the Board President, has any authority to alter the foregoing.

I understand that The Talking Farm does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

I hereby acknowledge that I have read and understand the above statements.

Signature \_\_\_\_\_

Date \_\_\_\_\_