**Personal Information/Include Resume**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [ ] Y or [ ] N

Have you been convicted of or pleaded no contest to a felony within the last five years?  [ ] Y or [ ] N

If yes, please describe the crime - state the nature of the crime(s), when and where convicted, and the disposition (final settlement) of the case: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If hired, are you willing to submit to a controlled substance test? [ ] Y or [ ] N

**Position and Availability**

Position Applying For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired Salary: $\_\_\_\_\_\_\_\_

**Are you applying for:**

* Temporary work – such as summer or holiday work? [ ] Y or [ ] N
* Regular part-time work? [ ] Y or [ ] N
* Regular full-time work? [ ] Y or [ ] N

If applying for temporary work, indicate your desired length of employment below:

Start date: \_\_\_ / \_\_\_ / \_\_\_ End date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Days/Hours Available**

Monday \_\_\_\_
Tuesday \_\_\_\_
Wednesday \_\_\_\_
Thursday \_\_\_\_
Friday \_\_\_\_
Saturday \_\_\_\_
Sunday \_\_\_\_

Hours Available: from \_\_\_\_\_\_\_ to \_\_\_\_\_\_

Are you available to work overtime? [ ] Y or [ ] N

If hired, on what date can you start working? \_\_\_ / \_\_\_ / \_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [ ] Y or [ ] N

If no, describe the functions that cannot be performed:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education, Training and Experience**

**College / University:**
School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
School Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
School City, State, Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years completed: \_\_\_\_\_\_\_\_
Did you graduate? [ ] Y or [ ] N
Degree / Diploma Earned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skills and Qualifications: Licenses, Skills, Training, Awards**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you speak, write or understand any foreign languages? [ ] Y or [ ] N

If yes, list which languages(s) and how fluent you consider yourself to be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_