

EMPLOYMENT APPLICATION



VARIOUS FEDERAL, STATE AND LOCAL LAWS PROHIBIT DISCRIMINATION BASED ON RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, DISABILITY, OR MARITAL STATUS. WARD'S IS AN EQUAL OPPORTUNITY EMPLOYER AND YOUR RESPONSE TO ANY QUESTION WILL NOT BE USED AS A BASIS FOR DISCRIMINATION, BUT WILL BE JUDGED ON ITS RELEVANCE TO THE POSITION YOU ARE SEEKING.

Date of Application ___/___/___

PERSONAL INFORMATION

Name (Last)		First	Middle	Social Security Number							
Home Address		City		State	Zip Code						
Home Telephone ()		Business/ Cell ()		May we contact you at work? ___yes___no							
Position Applying For: _____		Date Available: _____		Are yo interested in (check all that apply)		Days and hours available					
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer		Complete if applying for restaurant positon.		Day	Mon	Tues	Wed	Thur	Fri	Sat	Sun
				From							
				To							
Are you willing to relocate? ___Yes___No		If you are under 18 years of age, please state your date of birth ___/___/___ (No one under age 16 may be hired.)		Are you employed now? _____							
How were you referred to Ward's?				Are you looking for primary employment? ___Yes___No				Second job? ___Yes___No			

EDUCATION

	Name	Address	Degree/Area of Study	Number of Years Attended	Graduated (check one)
High School	City	State/Zip			
College	Name	Address			___yes___no
	City	State/Zip			
Graduate School	Name	Address			___yes___no
	City	State/Zip			
Other	Name	Address			___yes___no
	City	State/Zip			

U.S. MILITARY SERVICE

Branch of Service	Technical Specialization	Rank Attained

LEGAL

Are you a U.S. citizen? ___Yes___No If no, do you have a legal right & necessary documents to work in the U.S.? ___Yes___No
(Identify and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986.)

Were you ever discharged by any company? ___Yes___No. IF yes, give name of company(ies) _____

Reason for dishcharge _____

Have you ever been convicted of a crime ore recently charged with a felony other than a minor traffic violation? ___Yes___No. If yes, please explain offense and final deposition: _____

For Employer ONLY:
INTERVIEW NOTES:
