



# Application For Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of our staff.

**(PLEASE COMPLETE FULLY AND PRINT LEGIBLY)**

Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

How Did You Learn About Us?

- Advertisement       Relative       Inquiry       Employment Agency
- Friend       Other \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Best Way/Time to Contact You:     Home Phone     Cell Phone     E-Mail     AM     PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes     No

Have you ever filed an application with us before? .....  Yes     No

If yes, give date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed with us before? .....  Yes     No

If yes, give date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? .....  Yes     No

Are you currently employed? .....  Yes     No

May we contact your present employer? .....  Yes     No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of Immigration status will be required upon employment.* .....  Yes     No

Date Available For Work: \_\_\_\_/\_\_\_\_/\_\_\_\_      What is your desired salary range? \_\_\_\_\_

If you are leaving your current place of employment does it require a two week notice? .....  Yes     No

- Are you available to work:
- Full-Time; Please Indicate Shift:     1<sup>st</sup>       2<sup>nd</sup>       3<sup>rd</sup>
  - Part-Time; Please Indicate Shift:     Morning     Afternoon     Evening
  - Temporary; Please Indicate Dates Available: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you currently on "lay-off" status and subject to recall? .....  Yes     No

Are you able to travel if a job requires it? .....  Yes     No

**EDUCATION**

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities. \_\_\_\_\_

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Describe any job-related training received in the United States Military. \_\_\_\_\_

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List any professional, trade, business or civic memberships. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status. \_\_\_\_\_

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Please state any additional information you feel may be helpful in considering your application. \_\_\_\_\_

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**Employment Experience**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps in employment in the comments section below.

<b>Employer</b>	<u>Dates Employed</u> From                  To		Work Performed
Address			
Telephone Number(s)	<u>Hourly Rate/Salary</u> Starting                  Final		
Job Title			

Reason for Leaving

<b>Employer</b>	<u>Dates Employed</u> From                  To		Work Performed
Address			
Telephone Number(s)	<u>Hourly Rate/Salary</u> Starting                  Final		
Job Title			

Reason for Leaving

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Address			
Telephone Number(s)	<u>Hourly Rate/Salary</u> Starting                  Final		
Job Title			

Reason for Leaving

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION**

Other Qualifications: Summarize special job related skills and qualifications from employment or other experience.

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

Specialized Skills: (Check Skills/Equipment Operated)

- Terminal                       PC/MAC                       Typewriter                       Calculator
- Word Processing               Spreadsheet                   Desktop Publishing
- Other \_\_\_\_\_

List any production, machinery, mobility, or other equipment:

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

**REASONABLE ACCOMMODATION**

*Note to Applicants: Do NOT answer this question unless you have been informed about the requirements of the job for which you are applying.*

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given?  Yes  No

**REFERENCES**

1. Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Address: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Address: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Address: \_\_\_\_\_

**SKILLS**

If hired at Miller's Party Rental Center, Inc. you will need to accomplish tasks that require the ability to decipher between multiple equipment types as well as large amounts of equipment. The following is a self test that will check skills such as basic math and word recognition and understanding

Complete the following math problems:

24 + 8 = \_\_\_\_\_      3 x 10 = \_\_\_\_\_      100 ÷ 4 = \_\_\_\_\_      48 - 20 = \_\_\_\_\_

Which words in the following sets are spelled wrong? (Check the correct answer.)

- Chair                       Cheir                       Chaire                       Cheir
- Fowtain                   Fontain                   Fountain                   Fountone
- Professional             Profassional             Proffesional             Professionnal

Which word does not match the others in the following word set? (Check the correct answer.)

- Pie                       Desert                       Cake                       Dessert

