



APPLICATION FOR EMPLOYMENT

Admiralty Environmental is an Equal Opportunity Employer

Applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender, or age.

Position Applied for **Date**

Full Legal Name **Social Security No.**

First Middle Last

Address

Street City State Zip

Phone **Email address**

Home Cell

How did you learn about our company (specify media source)?

EDUCATION

Highest grade level completed (1 - 12)

If you did not complete high school, do you have a high school equivalency diploma?

Number of years of post high school education

Name of Institution	Location	Degree Received	Major/Minor	Dates Attended

If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date

REFERENCES

List names, addresses, and relationships of three persons not related to you who know your qualifications

Name	Address	Phone	Relationship



EXPERIENCE

Use the Supplementary Experience Form(s) for additional space. Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skill and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs with the same organization as separate items.

May we contact your present supervisor? YES NO

Job Title		Employer
Address		Phone
Type of business		Immediate Supervisor
Salary (start)	(finish)	Supervisor's title
Dates of Employment (mo/yr)		to (mo/yr) Your name (if different from present)
Full time	Part Time	Hours/week
No. and titles of employees you supervised		
Equipment used		Reason for leaving
Duties		

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Use this space for any additional information you think will help us evaluate your application, including training, seminars, workshops, and special achievements of specialized skills:



EXPERIENCE, cont.

Automated Work Processing (specify equipment)

Typing Speed (words/minute)

Software Programs

License (to include driver's), certificate, or other authorization to practice a trade or profession

Type	License Number	Granted by (licensing board)

MISCELLANEOUS

1. Check which shift you will accept Day Evening Night Rotating Weekends Specify shift hours

2. Check which shift you will accept Full-time Part-time (specify) _____

3. Check which employment status you will accept Salaried Hourly

4. Are you willing to accept employment which requires you to travel? No Yes. If yes, during the day only,
Occasionally overnight, Frequently overnight

5. List the geographic locations in which you are willing to work. If anywhere, write "all" _____

6. Are you willing to provide your own transportation if necessary for your employment? Yes No

7. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?
Yes No.

Under the Immigration reform and control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

8. Have you ever been convicted for any violation(s) of law, including moving traffic violations. Yes No.
If YES, please provide the following:

Description of offense: _____

Statute or ordinance (if known) Date of charge: ; Date of Conviction: _____

County, City, State of Conviction: _____

(for additional convictions use plain paper. Include all information listed above.)

9. When will you be available to start work (month/date/year)? On this date, will applicant be 21 years of age or older?
Yes No

CERTIFICATION - each application requires current date and original signature

I hereby certify that all entries on all pages and attachments of this application are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment at Admiralty Environmental. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date

Applicant Signature



EXPERIENCE, supplemental form

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