

EMPLOYMENT APPLICATION

Our firm does not discriminate in its hiring practices. All persons, without regard to race, religion, color, national origin, sex, age, physical or mental disability, order of protection status, marital status, military status, sexual orientation, pregnancy, or unfavorable military discharge, will be given equal consideration.

Should you need reasonable accommodation when completing the application form or during the selection process, contact the Human Resources Department or other designated company representative.

Today's Date _____

Please save this fillable employment application to your computer before completing. Upon completion of this form, please submit along with your resume.

UPLOAD

EMAIL

PRINT

If you prefer, print and send to:
Oates Associates, Inc.
100 Lanter Court, Suite 1
Collinsville, IL 62234

GENERAL INFORMATION

Name _____
Last First Middle Initial

Present Address _____
Street City State Zip Code

Home Telephone Number _____ Cell Number _____

Are you 18 years or older? Yes No

Are you legally authorized to work in the United States? Yes No

Proof of eligibility documentation must be provided at time of hire as required by law.

EMPLOYMENT DESIRED

Position Applying For _____

Do you want to work: Full-time Part-time Temporary

Specify days and hours available, if part-time _____

Date available to start work _____ Salary expectations _____

Have you applied for employment with us within the last 12 months? Yes No

Have you ever worked for us before? Yes No

(Please provide your name of record at that time, job title and dates of employment)

EDUCATION

List education if it is related to the job for which you are applying.

	High School	Technical College	College	Graduate School
School Name and Location				
Years Completed				
Did You Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diploma/Degree/Certification/Date				

SPECIAL SKILLS / ADDITIONAL TRAINING

Please describe any special job-related skills and qualifications acquired from employment, other education or volunteer experiences, etc. Do not include experiences which would indicate race, color, creed, religion, sex, sexual orientation, national origin, marital status, Vietnam-era veteran status, special disabled veteran status, status with regard to public assistance, membership or activity in a local commission, disability or age.

MISCELLANEOUS

Has your employment with any employer ever been involuntarily terminated? Yes No

If yes, please identify the employer, date of termination and reason for termination:

EMPLOYMENT HISTORY

Please start with your present or most recent position.

Previous Employment

Name of Employer:	Address:
Telephone Number:	Position:
Dates Employed (From/To):	Name and Title of Supervisor:

Reason for leaving: _____

Brief description of your work and responsibilities: _____

May we contact this employer: Yes No

Previous Employment

Name of Employer:	Address:
Telephone Number:	Position:
Dates Employed (From/To):	Name and Title of Supervisor:

Reason for leaving: _____

Brief description of your work and responsibilities: _____

May we contact this employer: Yes No

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Brief description of your work and responsibilities: _____

May we contact this employer: Yes No

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Telephone Number:	Position:
Dates Employed (From/To):	Name and Title of Supervisor:

Reason for leaving: _____

Brief description of your work and responsibilities: _____

May we contact this employer: Yes No

REFERENCES

Please provide the names of three business references who are not related to you. If you do not have any employment-related references, please list individuals who can comment on your work skills.

Table with 4 columns: Name, Phone Number, Address, Years Known and In What Capacity. It contains three empty rows for data entry.

SIGNATURE

APPLICANT: Please read the following carefully before signing this application.

- I certify the information given by me is true in all respects.
I understand that the misrepresentation or omission of facts on this application, on my resume or during any stage of the hiring process will eliminate me from further consideration or if discovered after hire may result in the termination of my employment.
I understand that the information contained in this employment application or my being invited to participate in any stage of the hiring process is NOT intended to create an employment contract between this Company and myself.
I understand that an offer of employment is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
I understand a criminal background check may be required of any applicant who is selected for an interview or to whom a conditional offer of employment is made.
Unless otherwise noted above, I authorize this Company and its representatives to contact my prior employers, former supervisors and company personnel, schools and all others for the purpose of verifying the information I have supplied during the selection process and for obtaining job-related information regarding my knowledge, skills, abilities, performance of duties and compliance with policies.
I understand that all Company property must be returned and any indebtedness to the Company must be paid on or before my last day of work.

By signing below, I acknowledge that I have read, understand and agree with the above statements.

Date

(Signature of Applicant)

Please see the first page of this application for submittal instructions.