

# Application For Employment

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*Appian is an equal opportunity employer and does not discriminate on the basis of race, color, sex, sexual preference, age, religion, creed, national or ethnic origin, marital status, veteran status, physical handicap, or disability, except where these are bona fide occupational qualifications. All applicants are given equal consideration without regard to the above criteria.*

Date \_\_\_\_\_ Position Applying for \_\_\_\_\_ Desired Hours FT \_\_\_\_\_ PT \_\_\_\_\_

Applicant Name \_\_\_\_\_ SSN \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Referred by \_\_\_\_\_

Do you have any relatives or close friends working here? Yes \_\_\_ No \_\_\_  
(If "yes", state identity and relationship)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Are you below the age of 18? Yes \_\_\_ No \_\_\_

Date of Availability \_\_\_\_\_ Desired Salary \_\_\_\_\_

Have you ever been employed by us? Yes \_\_\_ No \_\_\_ If "yes", when? \_\_\_\_\_

Have you ever applied for a position with us? Yes \_\_\_ No \_\_\_ If "yes", when? \_\_\_\_\_

Are you willing to work overtime as necessary? Yes \_\_\_ No \_\_\_

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you are applying? Yes \_\_\_ No \_\_\_

If "yes", please explain \_\_\_\_\_

Have you ever been convicted of a felony within the last ten (10) years? Do not use expunged record(s) as a basis for answering this question. Yes \_\_\_ No \_\_\_

(An affirmative response will not automatically disqualify you from being considered as a candidate for employment.)

If "yes", please explain \_\_\_\_\_

Are you authorized to work in the US? Yes \_\_\_ No \_\_\_

*Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as required by law to verify your identification and employment authorization upon employment.*

**Relevant Skills**

Please list any skills which you believe are related to the job for which you are applying:

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**Record of Education**

School	Print Name, Number, Street City, State and Zip for each Listing	Yrs. Completed	Degree	Course of Study
High School				
College				
Grad School				
Trade, Bus, Night or Corres.				
Other				

**Prior Work History**

Dates (Start/Finish)	Name of Employer	Address & Telephone	Supervisor's Name & Title	Reason For Leaving	Final Salary

**Description of Duties and Responsibilities**

Describe in detail the work you performed (use additional sheets of paper if necessary). Include the positions you held and the job duties and responsibilities.

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Are you currently employed? Yes \_\_\_\_ No \_\_\_\_

May we contact your Present Employer? Yes\_\_\_\_ No \_\_\_\_

May we contact your Previous Employers? Yes\_\_\_\_ No \_\_\_\_

If not, please identify any exceptions and reasons for not contacting.

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In order to permit a check of your work and education records, should we be made aware of any change of name or assumed name that you previously used? Yes\_\_\_\_ No \_\_\_\_  
If “yes”, identify name(s) and relevant dates.

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Have you ever been dismissed or forced to resign from any employment? Yes\_\_\_ No \_\_\_  
If “yes”, please explain

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**Personal References (excluding relatives)**

Name and Address

Dates Known

Telephone

Name and Address	Dates Known	Telephone

**Please read carefully and sign the statement below**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete.