



## EMPLOYMENT APPLICATION

*Second Harvest Food Bank does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties.*

Name \_\_\_\_\_ Date \_\_\_\_\_  
*First Middle Last*

Telephone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

Address \_\_\_\_\_  
*No. Street City State Zip*

## Employment Desired

Position applying for \_\_\_\_\_ Salary expectation \_\_\_\_\_

Are you available for work on weekends, if necessary? Yes\_\_\_\_ No\_\_\_\_

Are you available to work overtime, if necessary? Yes\_\_\_\_ No\_\_\_\_

If hired, on what date can you start work? \_\_\_\_\_

Have you ever applied to, or worked for, Second Harvest Food Bank? Yes\_\_\_\_ No\_\_\_\_

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Second Harvest Food Bank? Yes\_\_\_\_ No\_\_\_\_

If yes, state name(s) and relationship \_\_\_\_\_

Are you at least 18 years old? Yes\_\_\_\_ No\_\_\_\_

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present proof of your eligibility to work in the U.S.? Yes\_\_\_\_ No\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes\_\_\_\_ No\_\_\_\_

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

If yes, may we contact your employer? Yes\_\_\_\_ No\_\_\_\_

If yes, why are you considering leaving? \_\_\_\_\_

Not all of our clients speak English; do you speak/write/understand any other languages? Yes\_\_\_\_ No\_\_\_\_

If yes, which language(s) and what is your level of fluency? \_\_\_\_\_

## Education

	School Name and Location	No. of Years Completed	Did You Graduate?	Degree or Diploma
High School			Yes _____ No _____	
College/ University			Yes _____ No _____	
Graduate School			Yes _____ No _____	
Vocational/ Business			Yes _____ No _____	

Do you have any special licenses, certifications, memberships, or volunteer experience you would like to share?

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## Work Experience

*Please list your employment experience for at least the last five years*

	Position	Primary Job Duties	Business Name and Location	Reason for Leaving	Status
Title:	_____				
Years Held:	_____ - _____				
	_____				
	_____ - _____				
	_____				
	_____ - _____				
	_____				
	_____ - _____				
	_____				
	_____ - _____				

Explain any gaps in work history \_\_\_\_\_

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Have you ever been discharged or asked to resign from a job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

# References

*List three people, not related to you, who have knowledge of your work performance*

1) Name \_\_\_\_\_ Number of years acquainted \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip*

Current position and organization \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

How do you know this person? \_\_\_\_\_

2) Name \_\_\_\_\_ Number of years acquainted \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip*

Current position and organization \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

How do you know this person? \_\_\_\_\_

3) Name \_\_\_\_\_ Number of years acquainted \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip*

Current position and organization \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

How do you know this person? \_\_\_\_\_

## Please Read Carefully, Initial, and Sign Below

\_\_\_\_\_ I understand that failure to reveal any prior employer, or giving false or misleading information on any part of this application, can result in disqualification for employment consideration or, if hired, may be grounds for termination.

\_\_\_\_\_ I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

\_\_\_\_\_ I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Second Harvest to verify their accuracy and to obtain reference information on my work performance. I further release Second Harvest from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

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