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| --- | --- | --- |
| MO_LOGO | Application for Employment P.O. Box 879 Aiea, Hawaii 96701  Ph: (808) 423-0507 Fax: (808) 454-0638  Website: [www.ussmissouri.org](http://www.ussmissouri.org)  Email: bigmo@ussmissouri.org | **Date:** |
| **Job/ Position you are applying for: (req’d)**  **\_\_\_\_\_Casual \_\_\_\_\_P/T \_\_\_\_\_F/T** |
| **How did you hear about this job?** |

**General Information:**

|  |  |  |
| --- | --- | --- |
| Name (First, MI, Last) | E-mail Address | |
| Address | | Telephone # |
| City State Zip Code | | |

**EMPLOYMENT RECORD:** STARTING WITH present or MOST RECENT, list all previous employers. Include self-employment,

military service, summer, and part-time jobs. Please attach additional sheets if necessary, following the same format.

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Former Employer | DatesEmployed | Position & Duties | Reason for Leaving |
| **Company Name**  Phone | From To M/Yr. M/Yr. |  |  |
| No. & Street |  |  |  |
| City & State Zip |  | Supervisor’s Name |  |
| **Company Name**  Phone | From To M/Yr. M/Yr. |  |  |
| No. & Street |  |  |  |
| City & State Zip |  | Supervisor’s Name |  |
| **Company Name**  Phone | From To M/Yr. M/Yr. |  |  |
| No. & Street |  |  |  |
| City & State Zip |  | Supervisor’s Name |  |
| **Company Name**  Phone | From To M/Yr. M/Yr. |  |  |
| No. & Street |  |  |  |
| City & State Zip |  | Supervisor’s Name |  |

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Original: employee file Employee Application Form cc: hiring manager, job file

**PROFESSIONAL REFERENCES: (**Not relatives)

|  |  |
| --- | --- |
| Name | Occupation |
| Address | Telephone No. |
| Name | Occupation |
| Address | Telephone No. |

**EDUCATION: Name of School Address of School No. of Yrs. Degrees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Elementary |  |  |  |  |
| Junior High/  Intermediate |  |  |  |  |
| High School |  |  |  |  |
| College |  |  |  |  |
| Other (trade  School, etc.) |  |  |  |  |

**MEDICAL INFORMATION:**

|  |
| --- |
| **After an offer of employment is made, but before employment duties begin, applicants may be required to undergo a physical or medical examination at Company expense and by a Company-chosen physician, with the offer of employment conditioned on the result of such examination. Employees, at any time during the course of their employment, may be required to undergo a medical examination at Company expense and by Company-chosen physician. I authorize the physician conducting the examination and any laboratory testing any specimen obtained by the physician to disclose the results of the examination and the laboratory test to the Company.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Applicant’s Initials**  **Are you able to perform the essential functions of this job with \_\_\_\_\_ OR without \_\_\_\_\_ reasonable accommodation?** |

**OTHER:**

|  |
| --- |
| Do you know anyone presently working for our company? If so, who? |

**NOTE:**

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| It is the policy of this company to hire only U.S. citizens and aliens who are authorized to work in this country. (As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work, and to complete the U.S.Immigration and Naturalization Service’s Form I-9.) |

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| --- |
| **I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that my application will not be considered if it is incomplete. Further, I understand that any misrepresentation or omission when discovered, will subject me to discharge and I hereby authorize any investigation of the above or related work experience, education, or reputation information for purposes of consideration of my application for employment.**  **This application is not a contract and cannot create a contract. I understand that if I am employed, my employment is “at will” and can be terminated at any time, either by myself or the Company, with or without cause or reason and with or without notice.**  **Application date Applicant’s Signature** |

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Original: employee file Employee Application Form cc: hiring manager, job file