



830 East Hanson
P.O. Box 4677
Jackson WY 83001

(307) 733-7300
Fax (307) 733- 2254

Application of Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please Print)

Position(s) Applying For: _____
Date of Application: _____
How did you hear about us? _____

Application Information

Last Name: _____ First Name: _____ M.I. _____
Mailing Address: _____
Street Address : _____ Apartment/ Unit #: _____
City: _____ State: _____ Zip: _____
Telephone Number(s): _____ (cell) _____
E-Mail Address: _____
Social Security Number: _____ - _____ - _____

Are you over the age of 18? (If under, hire is subject to verification of minimum legal age)
 Yes No

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the U.S.? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations? Yes No

Have you ever filed an application with us before? Yes No

If yes, please give date: _____

Have you ever been employed with us before? Yes No

If yes, please give date: _____

If hired, are you willing to submit to and pass a controlled substance test? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

Position Information

Are you available to work: Full Time Part Time Temporary

What days and hours are you available to work?

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

On what date will you be available to work? _____

Can you travel if a job requires it? Yes No

Education/ Training

High School: _____

School Name: _____

School Address: _____ City: _____ State: _____ Zip: _____

Number of years completed: _____

Did you graduate: Yes No

Degree/ Diploma Earned: _____

College/ University: _____

School Name: _____

School Address: _____ City: _____ State: _____ Zip: _____

Number of years completed: _____

Did you graduate: Yes No

Degree/ Diploma Earned: _____

Vocational: _____

School Name: _____

School Address: _____ City: _____ State: _____ Zip: _____

Number of years completed: _____

Did you graduate: Yes No

Degree/ Diploma Earned: _____

Skills and Qualifications

Please describe any specialized training, apprenticeships, skills, foreign languages, and extra-curricular activities

Employment History

Present or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position/ Job Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason(s) for leaving: _____

May we contact employer? [] Yes [] No [] Why not? _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position/ Job Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason(s) for leaving: _____

May we contact employer? [] Yes [] No [] Why not? _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position/ Job Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason(s) for leaving: _____

May we contact employer? [] Yes [] No [] Why not? _____

Previous Position:

Employer: _____

Address: _____
Supervisor: _____
Phone: _____
Position/ Job Title: _____
From: _____ To: _____
Responsibilities: _____

Salary: _____
Reason(s) for leaving: _____

May we contact employer? [] Yes [] No [] Why not? _____

If needed, feel free to add an additional page

References

Name: _____ Phone Number: _____
Address: _____
Relationship to you: _____

Name: _____ Phone Number: _____
Address: _____
Relationship to you: _____

Name: _____ Phone Number: _____
Address: _____
Relationship to you: _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ Date: _____