

Application for Employment

Position Desired		Date of Application	
PERSONAL INFORMATION			
Last Name		First Name	
Mailing Address	City	State	Zip Code
Phone		Email Address	

Have you previously applied for employment with Capstone?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date(s):
Have you previously been employed with Capstone?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date(s):
Are you legally eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your availability for work?	<input type="checkbox"/> Immediately If not immediately, by what date?
What schedule, shifts or days are you available to work? (please select all that apply):	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:
How did you learn about Capstone and/or the position for which you're applying?	

EDUCATION			
Please provide information regarding current and/or previous education and certifications:			
Level	School and State	Course of Study	Diploma/Degree/Certification
High School			
Undergraduate College/University			
Graduate			
Certifications			

EMPLOYMENT			
Please list your current and previous employers, and please attach a resume in addition to or in lieu of section, if available:			
Company/Agency	Location	Position	Dates of Employment

OTHER QUALIFICATIONS

Please briefly summarize job-related skills and qualifications:

REFERENCES

Please provide 3 references who are not related to you, at least 2 of whom are current or former employment references:

Name	Company/Agency	Position	Relationship

Please read the following carefully before signing:

Capstone is an equal opportunity employer. As such, the Agency does not discriminate on the basis of race, religion, color, national origin, sex, pregnancy, veteran/military status, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, crime victim status, health coverage status, political affiliation or belief or any other characteristic protected by federal, state or local laws. This policy applies to all of Capstone's hiring practices, and all terms and conditions of employment.

I understand and acknowledge that neither completion of this application nor any other part of my consideration for employment establishes any obligation for Capstone to hire me. I further understand and acknowledge that, if hired, unless the position for which I am hired is covered by the Collective Bargaining Agreement (CBA), my employment relationship with Capstone would be "at will," which means that either Capstone or I can terminate my employment at any time and for any reason, with or without cause and with or without prior notice. I understand that no representative of Capstone has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Capstone true and complete information on this application and any attached supplemental materials, and that no requested information has been concealed. **I authorize Capstone to contact the references provided for employment reference checks.** If any information I have provided is false, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate termination of employment.

Signature of Applicant:

Printed Name of Applicant:

Date:

For Human Resources Use Only

Arrange Interview?

☐Yes ☐No If yes, please provide date(s):

Notes:

References Contacted?

☐Yes ☐No

Notes:

Employment Offered?

☐Yes ☐No If yes, please state position:

Notes:

☐Full Time ☐Part Time ☐Temporary
☐Seasonal ☐Non-Regular Part-Time ☐Limited Service

If employment offered and accepted:

Orientation Date:

Start Date:

Rate of Pay:

If employment offered and accepted, candidate provided:

☐ Job Description☐ Offer Letter ☐ Background Check Consent