

Employment Application

Wiley Companies is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

PERSONAL DATA			
First Name:		Middle:	Last:
Street Address:		City:	State: Zip:
Telephone:	Email:		Today's Date:
If necessary for the job are you older than 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes" please explain:	

POSITION PREFERENCES			
Position applying for:			Salary/Wage Rate Desired:
Hours Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Work Overtime: <input type="checkbox"/> Yes <input type="checkbox"/> No	Can work the following shifts: <input type="checkbox"/> Any <input type="checkbox"/> Day <input type="checkbox"/> Night	Date you could start work:
Are you authorized to work in the U.S on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a High School Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	

QUALIFICATIONS			
	Name	Degree/Certificate Obtained or Number of Years Completed	City and State
High School			
College or Technical School			
Graduate School			
Other			
Please list any additional certifications, license, or training not included in your formal education:			

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WORK HISTORY					
Current Employer:		Job Title:		Start Date:	End Date:
Supervisor's Name & Title:		Phone Number:		City:	State:
Reason for Leaving:			Salary/Wage Rate:	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous Employer:		Job Title:		Start Date:	End Date:
Supervisor's Name & Title:		Phone Number:		City:	State:
Reason for Leaving:			Salary/Wage Rate:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous Employer:		Job Title:		Start Date:	End Date:
Supervisor's Name & Title:		Phone Number:		City:	State:
Reason for Leaving:			Salary/Wage Rate:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES				
Name	Title	Company	Phone	Relationship

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Wiley Companies to make an investigation of any of the facts set forth in this application and release Wiley Companies from any liability. Wiley Companies may contact any listed references on this application.

I acknowledge and understand Wiley Companies is an "at will" employer. Therefore, any employee may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

 Applicant Signature

 Date