



# EMPLOYMENT APPLICATION

**Included:**

Overview

Dos and Don'ts Checklist

Model Employment Application

## 1. Overview

An employment application is often the first document a prospective employee will complete for your company. When completed, the application will be full of information critical to an assessment of a potential employee's suitability for an open position. If you have the right document, you can collect this important data in a concise and organized form. Your company will be that much closer to evaluating the applicant's relevant experience, skills, and expertise, and to determining how those qualities will meet with the job's requirements.

A well-crafted employment application not only streamlines the search for your next employee, but can also provide the framework of a new employee's personnel file. Your company can use application information to learn about skills not being fully exploited or to search for information about past performance issues.

The enclosed employment application should prove useful to your business and, if you follow the suggestions provided, can set you on the path to the right hiring process for your business. Your company can get relevant information without sacrificing quality and efficiency.

## 2. Dos & Don'ts Checklist

- Never discriminate against a prospective employee. Treat all potential employees equally and be consistent in the questions you ask about qualifications for the open position.
- Be professional and courteous to prospective employees. Allow applicants ample time to review and complete the application. Anticipate and be ready to answer questions about the application.
- If you intend to revise your employment application in the future, note that some areas of inquiry are subject to stringent laws. Some questions are simply prohibited. Be very careful if you make alterations to the enclosed application: do not make amendments that are prohibited by law. The following are examples of permitted and unlawful questions:
  - o You may ask if a person is authorized to work in the United States and, if it is relevant to the job, you may even ask what languages a prospective employee can speak, read, or write fluently. However, you CANNOT ask whether the applicant is a U.S. citizen. In addition, you CANNOT ask where the applicant's parents were born or what his or her native language is.
  - o Questions about affiliations must also be phrased carefully. You CANNOT ask what clubs or organizations the prospective employee belongs to. You may however ask the applicant to list any professional, trade, or other organizations that he or she belongs to that would be considered relevant to his or her job performance.
- Before revising the enclosed application, decide what information you need or want to obtain. Do not ask irrelevant questions. Not only will you increase your risk of violating labor laws, you will also waste the time and energy of everyone involved.

- There are a number of ways to verify the accuracy of the information provided in an employment application.
  - o If you want to verify that an applicant graduated from a particular school, ask the applicant to request an official transcript from the school, to be sent to your company directly. You may also contact the school directly, but be aware that many schools will not release private information without the applicant's consent.
  - o If you want to confirm an applicant's employment history, you can either hire an outside company or call a former employer directly. Note, however, that many employers have internal policies prohibiting the distribution of any information except work dates and last or highest wage.
  
- The Immigration Reform and Control Act requires U.S. employers to verify the eligibility status of newly-hired employees, and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers. An unauthorized worker may be either a citizen or a noncitizen. Employees must complete Form I-9 within 3 days of being hired, and must provide documentation confirming identity and eligibility for work in the United States.
  
- Dishonesty on an employment application can provide grounds for termination. If, for example, an applicant claims to have graduated from a particular school and this is later found to be false, he or she can be fired because of that lie. An applicant may also be denied unemployment benefits if he or she lied on the employment application. If potential employees know the consequences of dishonesty, they may be more truthful in their answers. Moreover, your company will have documentation if there is suspicion of concealment or lies on the part of the employee.

You can use these suggestions and the enclosed model to create a lawful and concise employment application, an application that will provide your company with the information it needs to evaluate prospective employees. You will have created a document that can be used repeatedly and that may prove invaluable to your business.

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# Form Sample

<b>Insert Your Company</b>  <b>Logo Here</b>	<b>For Official Use Only</b> Date Received: _____, 20__ Reviewed by: _____ Comments: _____ _____ _____	
	<b>EMPLOYMENT APPLICATION</b>	
<p>[Company Name] does not unlawfully discriminate against a person on the basis of race, religion, sex, national origin, age, disability, veteran status, or sexual orientation.</p> <p><b>Please -</b></p> <ul style="list-style-type: none"><li>• Complete all items on this application. (The information may be included on your resume or other document submitted by you.)</li><li>• Be sure you have signed your application.</li><li>• Specify the exact title and position you are interested in.</li><li>• Type or print all requested information.</li><li>• If necessary, attach an additional 8 1/2" x 11" sheet of paper to this application.</li><li>• Send your application to the responsible department or person. If the application must be delivered in person, please specify that requirement.</li></ul>		
<b>Position Applying For:</b> _____		
<b>Personal Information</b>		
1. Name (Last, First Middle):	2. Social Security #: _____ -- --	3. Date of Birth: _____ -- --
2. Street Address	3. Telephone Number: _____	
(City, State, Zip Code)		

