

6. Are you at least 18 years old? _____ Yes _____ No
7. How will you get to work? _____
8. Are you willing to work any shift, including nights and weekends? _____ Yes _____ No
If no, please state any limitations:

9. If you are offered employment, when would you be available to begin work?

10. Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation? _____ Yes _____ No

What reasonable accommodation, if any, would you request?

11. Have you ever been convicted of a felony or misdemeanor?

_____ Yes, I was convicted of _____ on
_____ (date) in _____ (city), _____ (state)

_____ No

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

12. Applicant's Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience	Ability or Rating
<input type="checkbox"/> Typing	_____	1 2 3 4 5
<input type="checkbox"/> Microsoft Office Suite (Word, Excel, etc.)	_____	1 2 3 4 5
<input type="checkbox"/> Answering telephones	_____	1 2 3 4 5
<input type="checkbox"/> Filing	_____	1 2 3 4 5
<input type="checkbox"/> Customer service	_____	1 2 3 4 5
_____	_____	1 2 3 4 5