



The personnel policy of Old Mill Center is based upon the following principles: Employees are selected on the basis of merit. When screening applicants, consideration is given, but not limited to factors such as education, training, experience, ethical conduct, judgment, communication, problem solving, and public relation skills. All terms, conditions, benefits, and privileges of employment with Old Mill apply to all employees regardless of race, color, creed, religion, sex, age, national origin, source of income, political affiliation, physical or mental disability, sexual orientation, veteran status, marital status, or any other characteristic or classification protected by state or federal law.

To be considered for the position, please include Resume and Cover Letter with Employment Application.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are you 18 years old or older? YES NO If no, what is your Date of Birth? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____



Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____ Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____ Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____ Email: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____

