



IGA is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, disability, veteran status, age, marital status, sexual orientation or other legally protected characteristics.

I understand that by filling out this application there is no guarantee that I will be hired. IGA reserves the right to withdraw any offer of employment at any time; similarly, the applicant has the right to withdraw this application at any time. **If you wish to submit a resume, you may attach it to this application but, in addition, you must complete this application, including employment history, and answer all questions fully and accurately.**

**NAME**

LAST FIRST MIDDLE OTHER NAMES UNDER WHICH YOU HAVE WORKED

**ADDRESS**

NUMBER AND STREET APT # CITY STATE ZIP CODE

**TELEPHONE #**

**SOCIAL SECURITY #**

**POSITION(S) DESIRED:**

**I AM AVAILABLE FOR:**

- FULL TIME
- DAYS
- WEEKENDS

**DATE AVAILABLE FOR WORK:**

- PART TIME
- NIGHTS
- HOLIDAYS
- ON-CALL
- GRAVEYARD

Have you ever been employed by IGA?  Yes  No If yes, when? \_\_\_\_\_ Dept? \_\_\_\_\_

Are you legally permitted to be employed in the United States?  Yes  No  
(If hired, we will require verification of employment eligibility.)

If hired for a position involving the handling and/or serving of alcoholic beverages, Arizona Law requires you to be at least 19 years of age. Do you qualify?  Yes  No

Have you been convicted of a felony in the last 7 years?  Yes  No  
If yes, please explain fully (Note: A conviction does not necessarily prohibit employment.)

EDUCATION	SCHOOL ATTENDED	CITY/ STATE	LAST YEAR COMPLETED				DEGREE RECEIVED	MAJOR / MINOR
			9	10	11	12		
HIGH SCHOOL								
COLLEGE/ UNIVERSITY			1	2	3	4		
OTHER			1	2	3	4		

**SPECIAL TRAINING**

**SKILLS**

- Calculator
- Cash register
- PBX console
- Dictation equipment
- Typing \_\_\_\_\_ words per minute
- Shorthand \_\_\_\_\_ words per minute
- 10-Key adding machine
- Computer - (list software)

List any skills that may enhance your qualifications for employment. These may include, but are not limited to fluency in a language other than English.

### EMPLOYMENT HISTORY

Start with the most recent employer. All first time must be accounted for. Include part-time, tempory and contract positions.

Date Hired:	NAME OF EMPLOYER	NAME AND TITLE OF IMMEDIATE SUPERVISOR
Mo          Yr		
Date Left:	ADDRESS OF EMPLOYER	PHONE
Mo          Yr		REASON FOR LEAVING
	POSITION HELD AND DUTIES	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Date Hired:	NAME OF EMPLOYER	NAME AND TITLE OF IMMEDIATE SUPERVISOR
Mo          Yr		
Date Left:	ADDRESS OF EMPLOYER	PHONE
Mo          Yr		REASON FOR LEAVING
	POSITION HELD AND DUTIES	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Date Hired:	NAME OF EMPLOYER	NAME AND TITLE OF IMMEDIATE SUPERVISOR
Mo          Yr		
Date Left:	ADDRESS OF EMPLOYER	PHONE
Mo          Yr		REASON FOR LEAVING
	POSITION HELD AND DUTIES	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Date Hired:	NAME OF EMPLOYER	NAME AND TITLE OF IMMEDIATE SUPERVISOR
Mo          Yr		
Date Left:	ADDRESS OF EMPLOYER	PHONE
Mo          Yr		REASON FOR LEAVING
	POSITION HELD AND DUTIES	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been fired, dismissed, asked to resign or otherwise terminated from any job?       Yes     No  
 (Note: A yes answer does not necessarily prohibit employment.) If yes, what job, when and why? \_\_\_\_\_

Please advise us of your wage requirements.                      From: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_