



Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

**** PLEASE PRINT CLEARLY ****

Position(s) applied for _____ Date ____/____/____

How did you find out about this job? Online Employee Walk-in Relative Other _____

Why are you seeking a new job at this time? _____

Applicant Information

First Name _____ Middle _____ Last _____

Street Address _____

City/State/Zip _____ Phone (____) _____

If hired, do you have a reliable means of transportation to get to work? ____ Email Address: _____

Are you at least 18 years old? ____ If you are under 18 years of age, can you furnish a work permit? _____

Are you legally eligible for employment in the U.S.? ____ (Proof of U.S. citizenship or immigration status is required if hired.)

Have you been convicted of a crime? Yes No If yes, state the nature of the offense and disposition of the case. Include dates and places.
(NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

Are you a veteran? ____ If yes, give dates of service: From _____ To _____

List any special skills or training: _____

Employment Information

Are you seeking full time, part time or temporary employment? _____

List times you are not available to work? _____

Are you willing to work overtime? ____ Weekends? ____ Holidays? ____

Are you currently employed? ____ If hired, when would you be able to start? _____

Have you ever worked for this organization before? N/A If yes, name used: N/A

List any friends or relatives employed by this company: _____

Have you ever been discharged or asked to resign from any position? ____ If yes, please describe: _____

Education (circle highest level achieved)

Grade School High School Diploma G.E.D

College Associates Bachelors

Name of School: _____ Name of School: _____

Name of School: _____

Location of School: _____ Location of School: _____

Location of School: _____

If in high school, are you enrolled in a recognized co-op program? Yes No

Degree & Major: _____

If yes, identify program and school: _____

Minor: _____

Work History (please begin with most recent)

1. Company _____ Phone No. with Area Code (_____)
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____
2. Company _____ Phone No. with Area Code (_____)
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____
3. Company _____ Phone No. with Area Code (_____)
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____

For reference purposes: Have you worked for any of these organizations or attended school under a different name? _____

If yes, give name and organization(s) _____

May we contact the employers listed above? ____ If not, list the employers you do not wish us to contact and why:

REFERENCES:

Name: _____ Co. & Title/Relationship: _____ Phone: _____

Name: _____ Co. & Title/Relationship: _____ Phone: _____

Name: _____ Co. & Title/Relationship: _____ Phone: _____

Name: _____ Co. & Title/Relationship: _____ Phone: _____

Name: _____ Co. & Title/Relationship: _____ Phone: _____

APPLICATION AGREEMENT

I certify that I have personally completed this application and that the information provided is true and complete. I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer. I agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all.

Signature _____ Date _____

Name (please print) _____