

APPLICATION FOR EMPLOYMENT

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

(PLEASE PRINT)

Last name		First name		Middle name	
Address	Number	Street	City	State	Zip code
Telephone number				Social Security Number	

Position applied for:			Date of application		
How did you learn about us?					
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other

Are you a U.S. citizen or an alien authorized to work in the U.S.? Yes No
Proof of citizenship or immigration status will be required upon employment.

Can you provide proof that you are 18 years of age or older? Yes No

Have you ever filed an application with us before? Yes No
If yes, when? _____

Have you ever been employed with us before? Yes No
If yes, when? _____

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

On what date would you be available for work? _____

Seeking: Full-time Part-time Temporary

Hours willing to work: _____ Days willing to work: _____

Are you willing to travel? Yes No

Do you have a current, valid, unrestricted driver's license? Yes No

Have you ever been convicted of or pled guilty to a criminal offense? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PREVIOUS EMPLOYMENT EXPERIENCE

List below present and past employers, starting with present or most recent employer.

1. Employer: _____ From: _____ To: _____
Address: _____ Telephone: _____
Job title: _____ Supervisor: _____
Reason for leaving: _____
Starting pay: _____ Ending pay: _____
Describe work performed: _____

2. Employer: _____ From: _____ To: _____
Address: _____ Telephone: _____
Job title: _____ Supervisor: _____
Reason for leaving: _____
Starting pay: _____ Ending pay: _____
Describe work performed: _____

3. Employer: _____ From: _____ To: _____
Address: _____ Telephone: _____
Job title: _____ Supervisor: _____
Reason for leaving: _____
Starting pay: _____ Ending pay: _____
Describe work performed: _____

4. Employer: _____ From: _____ To: _____
Address: _____ Telephone: _____
Job title: _____ Supervisor: _____
Reason for leaving: _____
Starting pay: _____ Ending pay: _____
Describe work performed: _____

EDUCATION

Name of high school _____

Did you graduate? _____ If not, years completed _____ GED obtained? _____

Post-high school technical or trade school? _____ Name _____

Did you receive a certificate of completion? _____ Type of certificate _____

College _____

Major course of study _____ Degree _____

Indicate any foreign languages you can speak, read and/or write:

	<u>Fluent</u>	<u>Good</u>	<u>Fair</u>
Speak	_____		
Read	_____		
Write	_____		

ADDITIONAL INFORMATION

Can you operate equipment necessary for performing essential functions of the job for which you are applying? Please specify: _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities: _____

Training/skills received in the United States military: _____

If offered employment, are you willing to submit to a pre-employment physical that is related to the job for which you are applying? _____

Are you willing to submit to a pre-employment substance abuse screening if permitted by state law? _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 30 days from the date I completed it. If I am not hired during that time and I still want to be considered, I will have to reapply.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

I understand that policies and rules that the company has now are not guaranteed and that the company may change its policies and rules at any time.

Signature of applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange interview Yes No

Remarks _____

Interviewer _____

Date _____

Employed Yes No

Date of Employment _____

Job title _____

Hourly rate/salary _____

By _____

Date _____

Name and title

NOTES _____

