



APPLICATION FOR EMPLOYMENT

PLEASE ANSWER ALL QUESTIONS

PERSONAL

POSITION(S) APPLYING FOR: _____ DATE OF APPLICATION: ____/____/____

NAME: _____

ADDRESS: _____
Number Street City State Zip

HOW LONG HAVE YOU LIVED THERE: ____/____ Years/Months

EMAIL: _____ PHONE #: (____) _____ ALTERNATE PHONE #: (____) _____

DATE AVAILABLE TO START: ____/____/____ TYPE OF EMPLOYMENT: Full Time Part Time DESIRED PAY: _____ hr/sal

IF PART TIME OR PER DIEM, SPECIFY DAYS AND/OR HOURS AVAILABLE: _____

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES?: Yes No ARE YOU OVER 18 YEARS OF AGE: Yes No

You must be able to provide proof of eligibility to work in the US within three (3) days of the date of hire.

ARE YOU ABLE TO WORK OVERTIME: Yes No _____

If No, please explain

ARE YOU ABLE TO WORK NIGHTS/WEEKENDS: Yes No _____

If No, please explain

HAVE YOU EVER PREVIOUSLY BEEN EMPLOYED BY THIS COMPANY? Yes No _____

If YES, when

HAS A SPOUSE, RELATIVE, OR FRIEND EVER BEEN EMPLOYED BY THIS COMPANY? Yes No _____

If YES, what position & when

WHERE DID YOU HEAR ABOUT US? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME, EXCLUDING TRAFFIC CONVICTIONS? Yes No IF YES, PLEASE DESCRIBE: _____

A conviction record will not necessarily be a bar to employment. Factors such as age at time of offense, date, seriousness and nature of the offense, and rehabilitation will be taken into account. Failure to respond truthfully to any inquiry on this application may result in removal from employment consideration and/or dismissal.

EDUCATIONAL BACKGROUND (include colleges, technical schools and other training programs)

NAME & LOCATION	YEARS ATTENDED	REASON FOR LEAVING	DEGREE/CERTIFICATE
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
OTHER			

PLEASE LIST ANY RELEVANT HONORS/AWARDS RECEIVED, OR SPECIALIZED TRAINING THAT PERTAINS TO THE POSITION(S) FOR WHICH YOU ARE APPLYING:

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS THAT ARE RELEVANT TO THE POSITION(S) FOR WHICH YOU ARE APPLYING:

This Company is an Equal Opportunity Employer. This Company does not discriminate in hiring or employment based upon race, color, religion, national origin, age, sex, sexual orientation, disability, Vietnam era military service, or any other basis on which discrimination is prohibited by federal, state or local laws. No question on this application is intended to secure information to be used for such discrimination.

EMPLOYMENT HISTORY

PLEASE LIST ALL PART AND FULL TIME JOBS HELD. **START WITH YOUR PRESENT OR MOST RECENT JOB.** USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.

FROM: _____	TO: _____	STARTING POSITION: _____
EMPLOYER: _____		STARTING SALARY: _____
ADDRESS: _____		

PHONE #: _____		MOST RECENT POSITION: _____
TYPE OF BUSINESS: _____		MOST RECENT SALARY: _____
REASON FOR LEAVING: _____		
WE MAY CONTACT ALL FORMER EMPLOYERS. MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

FROM: _____	TO: _____	STARTING POSITION: _____
EMPLOYER: _____		STARTING SALARY: _____
ADDRESS: _____		

PHONE #: _____		MOST RECENT POSITION: _____
TYPE OF BUSINESS: _____		MOST RECENT SALARY: _____
REASON FOR LEAVING: _____		

FROM: _____	TO: _____	STARTING POSITION: _____
EMPLOYER: _____		STARTING SALARY: _____
ADDRESS: _____		

PHONE #: _____		MOST RECENT POSITION: _____
TYPE OF BUSINESS: _____		MOST RECENT SALARY: _____
REASON FOR LEAVING: _____		

FROM: _____	TO: _____	STARTING POSITION: _____
EMPLOYER: _____		STARTING SALARY: _____
ADDRESS: _____		

PHONE #: _____		MOST RECENT POSITION: _____
TYPE OF BUSINESS: _____		MOST RECENT SALARY: _____
REASON FOR LEAVING: _____		

This Company is an Equal Opportunity Employer. This Company does not discriminate in hiring or employment based upon race, color, religion, national origin, age, sex, sexual orientation, disability, Vietnam era military service, or any other basis on which discrimination is prohibited by federal, state or local laws. No question on this application is intended to secure information to be used for such discrimination.

PROFESSIONAL REFERENCES (Please list the names of work-related references)

NAME	WORK RELATIONSHIP	TELEPHONE #	YEARS KNOWN

SIGNATURE AND ACKNOWLEDGEMENT

Acceptance of this application affords no assurance of eventual employment and nothing herein shall create a contract of employment. No offer of employment guarantees any specific duration of employment, as all employment with this Company is at will -- employment and compensation can be terminated with or without notice, and with or without cause, at any time. To verify the information herein, background investigations, including contacting former employers, may be required. Your signature on this application indicates your consent to the company contacting your prior employer or taking other direct actions to confirm the information on this form. All applicants and employees are covered by this Company's anti-discrimination and harassment policy and complaint procedures, which provides an avenue for individuals to complain about discriminatory conduct and have such complaints investigated and resolved. Copies of this policy are provided at initiation of employment and/or upon request. You authorize and request that any and all of your former employers and any other persons, or companies furnish this Company with any and all information concerning your professional background and experience, and release each such employer, entity or other person, from any and all liability by reason of furnishing the requested information. You certify that the information in this application is true and complete. Any falsification of any information on this application, or omission of pertinent information, is grounds for immediate termination, or withdrawal of an offer, if discovered after hire, or grounds to deny employment if discovered before an offer is made. You understand that any false statement, omission or misrepresentation will be cause for rejection of your application or dismissal from employment.

Signature of Applicant: _____ Date: _____