



APPLICATION FOR EMPLOYMENT

AN
EQUAL
OPPORTUNITY
EMPLOYER

Applications are received and employees are hired without regard to race, creed, color, ancestry, sex, religion, age, sexual orientation, marital status, national origin, disability or handicap, or any other protected characteristic. We encourage the employment of veterans.

Today's Date: _____

PERSONAL INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____

Present Address: _____ City: _____ State: _____ Zip: _____

How long have you lived at above address? _____ (If less than one year, provide previous address.)

Previous address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

Are you over age 18? Yes No If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak, and write fluently? _____

Can you provide proof that you have the legal right to work in the U.S.? Yes No

EMPLOYMENT INFORMATION

Position applying for (please specify): _____ Date available for work: _____

Days of week available: _____ Hours available: _____

What salary do you expect? _____ Have you ever worked for us before? Yes No

Have you ever applied for a job with us before? Yes No If yes, when? _____

Have you ever been bonded? Yes No Have you ever been refused bond? Yes No If yes, state reason and date: _____

Have you ever been convicted of a crime? Yes No If yes, state nature of the crime(s), when and where convicted and disposition of the case: _____

(No applicant will be denied employment solely on the grounds of a criminal offense. The nature, date, surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Have you ever been discharged or requested to resign from a position? Yes No If yes, explain: _____

Does your present employer know of your plans to change employment? Yes No Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential information)? Yes No If so, please describe _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with this organization? _____

EDUCATION INFORMATION

SCHOOLING	YEARS COMPLETED	DEGREE REC. AND MAJOR SUB.	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?
High School					
Trade, Bus. or Correspondence College					
Graduate School					

Describe any other specialized or professional training (such as business, technical or nursing school). Include study courses given through public or private employment. State whether degree or certificate received.

MILITARY SERVICE RECORD

Have you served in the U.S. Armed Forces? Yes No If yes, what Branch? _____

Dates of duty: From _____ To _____ Please describe any duties or training that would pertain to the position for which you are applying: _____

PRIOR WORK RECORD (Start with most recent or present employer)

1. Company	Phone	E-mail
Address		
Supervisor (Name & Position)	Date Hired	Date Left
Job Title	Starting Rate	Last Rate
Job Duties		
Reason for Leaving	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Company	Phone	E-mail
Address		
Supervisor (Name & Position)	Date Hired	Date Left
Job Title	Starting Rate	Last Rate
Job Duties		
Reason for Leaving	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Company	Phone	E-mail
Address		
Supervisor (Name & Position)	Date Hired	Date Left
Job Title	Starting Rate	Last Rate
Job Duties		
Reason for Leaving	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PROFESSIONAL REFERENCES (List three people not related to you, whom you have known at least one year.)

Name	Relationship	Company	Address	Phone/E-mail

How did you learn about the position you are applying for? Website Newspaper Ad Walk-In Applicant

Job Posting in Lobby Referred by: _____ Other: _____

AUTHORIZATION AND UNDERSTANDING

I certify that the facts contained in this application are true and complete for all practical purposes and, may be verified by the Company. Should a position be offered and later it is found that the information is significantly untrue, incomplete, or misrepresented, I understand and agree that the Company is relieved of all commitments, financial or otherwise pertinent to employment, and that I am subject to immediate discharge without recourse.

Due to the At Will nature of my employment, I understand and agree that if I am offered employment; my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the Company or myself.

Release: I authorize the use of any information in this application to verify my statements. I hereby authorize the employers, professional references, and any other persons to answer all questions asked concerning my ability, character, job performance and reason for leaving employment. I release all such persons and the company from any liability or damages on account of having furnished such information.

I have read and understand these conditions of employment.	Applicant Signature	Date Prepared
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