

Employment Application

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

We are an Equal Opportunity Employer.

Please print legibly in ink. You must complete the entire application and sign the certification on page 5.

APPLICANT INFORMATION

Name (first, middle, last)

Today's Date

Address (street, city, state, zip code)

Social Security Number

Primary Phone Number (indicate home or cell)

Secondary Phone Number (indicate home or cell)

Are you legally authorized to work in the US? Yes No
If hired, you will be required to provide proof of work authorization.

Are you at least 18 years old? Yes No
If you are not, your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying, and that you have obtained a valid work permit.

Have you ever been convicted of a felony? Yes No
If you have, use the back of this page to explain 1) the nature of the crime, 2) the date of conviction, and 3) the state in which you were convicted. A conviction will not necessarily bar you from employment. You should **not** disclose any information regarding criminal records that have been expunged or sealed.

Have you applied for work with this company before? Yes No

Have you worked for this company before? Yes No

If yes, when

Type of work or position you are applying for?

Expected rate of pay?

When will you be available to start?

How were you referred to this company?

SPECIAL SKILLS

Please list any additional job related skills, qualifications, or training received:

EDUCATION

_____	_____	1 2 3 4	_____	_____
High School Name	Location (City, State)	Years Completed	Major Subjects	Type of Diploma or Degree Received
_____	_____	1 2 3 4	_____	_____
College or University Name	Location (City, State)	Years Completed	Major Subjects	Type of Diploma or Degree Received
_____	_____	1 2 3 4	_____	_____
Graduate School Name	Location (City, State)	Years Completed	Major Subjects	Type of Diploma or Degree Received
_____	_____	1 2 3 4	_____	_____
Other (Specify)	Location (City, State)	Years Completed	Major Subjects	Type of Diploma or Degree Received

TRAINING COURSES

List any relevant training programs completed.

Course/Seminar	Sponsoring Organization	Content	Dates Attended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REQUIRED LICENSE(S)

If you will be required to drive a motor vehicle for the job that you are applying, please provide your:

Driver's license number Issuing State

If you are licensed with any group, association or society relating to the job for which you are applying, please provide the:

Name	Registration or License Number	State Issued	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY - Start with the most recent; use the back of this page if necessary.

Name of Employer

Phone Number

Street Address

City

State & Zip

Job Title

Dates of Employment (From – To)

Name of Immediate Supervisor

Starting Salary

Ending Salary

Description of Duties

Reason for Leaving

If you are currently employed, may we contact this employer as a reference?

Yes

No

Name of Employer

Phone Number

Street Address

City

State & Zip

Job Title

Dates of Employment (From – To)

Name of Immediate Supervisor

Starting Salary

Ending Salary

Description of Duties

Reason for Leaving

Name of Employer

Phone Number

Street Address

City

State & Zip

Job Title

Dates of Employment (From – To)

Name of Immediate Supervisor

Starting Salary

Ending Salary

Description of Duties

Reason for Leaving

EMPLOYMENT REFERENCES List only individuals familiar with your job qualifications, other than relatives or personal friends.

Name of Professional Reference

Daytime Phone Number

Evening Phone Number

Address (City, State, Zip)

How long known

Relationship

Name of Professional Reference

Daytime Phone Number

Evening Phone Number

Address (City, State, Zip)

How long known

Relationship

Name of Professional Reference

Daytime Phone Number

Evening Phone Number

Address (City, State, Zip)

How long known

Relationship

Please read carefully before signing this form:

1. All Information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered.
2. I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any info I have provided and/or for the purpose of obtaining any info, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harm-less any person or organization providing information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a physical examination and drug screening may be required.
4. I understand that prior to my employment I may be asked to sign a background consent form or other documentation in order to facilitate my hiring. I agree to sign these forms.
5. I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.
6. This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability or any other protected status under applicable federal, state or local laws. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate or non-employee (such as a vendor or customer). This company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.
7. Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at this company is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company's, unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.

Signature of Applicant

Date

Thank you for your interest in our company.