



APPLICATION FOR EMPLOYMENT

“We are an equal opportunity employer and afford equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, genetics, marital status, military status or any other status protected under local, state or federal laws”

Date _____ Location _____

Name _____ Middle Initial _____ Last _____

Address _____ City _____ State _____ Zip _____

Phone No. _____ Alternate No. _____ Social Security # (last 4 digits only) _____

Are you 18 years of age or older? yes no If no, you may be required to provide authorization

Are you a U.S. Citizen yes no If no, are you legally eligible to work in the U.S.? yes no
(Proof of eligibility will be required upon offer of employment)

Have you ever applied to this company before? yes no (If yes, please give date.) _____

Have you ever worked at this company before? yes no (If yes, please give date.) _____

Have you ever been convicted of a misdemeanor/felony? yes no (A conviction will not necessarily disqualify you)

If yes, when, where and what was the disposition of the case: _____

Do you have a driver’s license? yes no

Have you been convicted of any moving violations in the past five years? yes no If yes, please explain:

Is anyone related to you employed by this company? yes no If yes, please give name and relationship:

Name _____ Relationship _____

Have you ever been fired or asked to resign from a job? yes no

If yes, please explain: _____

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Requested _____

Are you Employed Now? _____ If so, may we inquire of your present employer _____

Days and Hours Available: (If employed, I will notify my supervisor in writing, should my availability change.)

Sun _____ Hours _____; Mon _____ Hours _____; Tues _____ Hours _____; Wed _____ Hours _____

Thurs _____ Hours _____; Fri _____ Hours _____; Sat _____ Hours _____

EDUCATION	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY OR MAJOR	NUMBER OF YEARS COMPLETED	DIPLOMA/ DEGREE
ELEMENTARY				
HIGH SCHOOL				
COLLEGE				
GRADUATE				
VOCATIONAL				

Please list any academic honors, scholarships, offices held, etc (Do not list any which reflect your race, color, religion, gender, national origin, age disabilities or veteran status.) _____

Describe any specialized training, apprenticeships, licenses or skills: _____

Have you received any job-related training in the United States Military? ____yes ____no

Please give dates and explanation: _____

REFERENCES: Please list three persons, who are not related to you, who can provide professional references.

Name	Address & Phone #	Relationship/Occupation	Years Known

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment – attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation with this company.)

DATE MONTH & YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
WORK PERFORMED				
FROM:				
TO:				
WORK PERFORMED				
FROM:				
TO:				
WORK PERFORMED				

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by this company that such employment with the company is at will, for no specified duration and may be terminated by either this company or me at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of this company or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of this company except ownership or management has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed.

In consideration for employment with this company, if employed, I agree to conform to the rules, regulations, policies and procedures of this company at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the company’s business, attendance and punctuality are considered essential requirements of every job at this company and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with this company, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of thee pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to this company and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for one year. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Name and number of person completing this form if other than applicant:

THIS COMPANY IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER; ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, GENETICS, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.