



## EMPLOYMENT APPLICATION

### NOTICE TO APPLICANTS

Applicants are considered for all positions without regard to race, color, religion, sex national origin, age marital or veteran status, or any disability not related to the job for which applied.

If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, please make that fact known to the individual processing your application.

If an offer of employment is made and, because of a physical or mental disability, you will need an accommodation to perform any essential job function, please make that fact known to the individual processing your application.

**We are a drug free employer and will require that all applicants take and pass a drug test.**

### GENERAL INFORMATION (PLEASE PRINT)

Date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
*Street Apt or Box No., if any*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Email: \_\_\_\_\_

Referral source:    \_\_ Newspaper    \_\_ Relative    \_\_ Friend    \_\_ Walk-in  
\_\_ Employment Agency    \_\_ Other: \_\_\_\_\_

Have you ever been employed by this employer?    Yes \_\_\_\_    No \_\_\_\_

If yes, when, where, and in what position? \_\_\_\_\_

Are you over the age of 16?    Yes \_\_\_\_    No \_\_\_\_  
*If no, employment is subject to verification that you are of minimum legal age.*

Are you employed now?    Yes \_\_\_\_    No \_\_\_\_

May we contact your present employer?    Yes \_\_\_\_    No \_\_\_\_

Will you work overtime if asked?    Yes \_\_\_\_    No \_\_\_\_

Are you prevented from lawful employment in this country because of Visa or Immigration status?  
Yes \_\_\_\_    No \_\_\_\_    *Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available to start work? \_\_\_\_\_

Indicate availability to work: Full-time \_\_\_\_ Part-time \_\_\_\_ Temporary \_\_\_\_

Have you been convicted of a felony Yes \_\_\_\_ No \_\_\_\_

If yes, please provide date(s), location(s), and description:

\_\_\_\_\_  
*Conviction will not necessarily disqualify applicant from employment.*

Have you been convicted or sentenced for an offence other than a non moving violation?

Yes \_\_\_\_ No \_\_\_\_

If yes, please provide date(s), location(s), and description:

\_\_\_\_\_  
*Conviction will not necessarily disqualify applicant from employment.*

Provide the names, addresses, and telephone numbers for three references. Do not list relatives or previous employers:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

Type of school:	School(s) attended:	Years completed:	Type of diploma or degree:
Elementary/ Jr. High/Middle	_____	Graduated ____ or #yrs ____	_____
High School	_____	Graduated ____ or #yrs ____	_____
College/University	_____	Graduated ____ or #yrs ____	_____
Graduate/Professional	_____	Graduated ____ or #yrs ____	_____

Summarize special skills, qualifications, honors and extra-curricular activities which could be relevant to your ability to perform the job applied for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EXPERIENCE

**Start with your last job. Include any military services assignments and full-time volunteer activities.**

1. Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_

Rate of Pay – Start: \_\_\_\_\_ Finish \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_

Rate of Pay – Start: \_\_\_\_\_ Finish \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_

Rate of Pay – Start: \_\_\_\_\_ Finish \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

4. Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_

Rate of Pay – Start: \_\_\_\_\_ Finish \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

## JOB APPLICANT'S AGREEMENT AND CERTIFICATION – READ CAREFULLY

In the event of my employment, I agree that I will abide by all present and subsequently issued rules of the Company, and I agree at the time of hiring to complete Form I-9 of the Immigration And Naturalization Services as to my identity and employment status. I also agree that if hired I will advise the company if I am presently subject to any income withholding order for child support payments.

I certify that the answers given by me to the questions and statements on this application are correct, and I understand that any misleading or incorrect statements may be cause for denial or termination of employment, and that the company will not be liable in any respect if my employment is so denied or terminated because of false, misleading, or incorrect statements, answers, or omissions made by me.

I understand and agree that if hired, my employment will be "at will," for no definite period, and may be terminated at any time for any reason by either me or the Company. I understand that no agent of the Company has any authority to modify this "at will" status except in an express writing, specific to me, signed by the President of the Company. I understand that the Company otherwise has the right to modify, amend or terminate policies, practices, benefit plans and other programs within the limits and requirements imposed by law.

I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that this application is for the specific job applied for and that I would have to reapply for any future opportunities, which could become available.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

### PERSONNEL DEPARTMENT TO COMPLETE THIS SECTION

Was position applied for available when application filed? Yes \_\_\_\_ No \_\_\_\_

Was the employee hired? Yes \_\_\_\_ No \_\_\_\_

Date of Employment \_\_\_\_\_ Job Title \_\_\_\_\_

Dept: \_\_\_\_\_ Full-time \_\_\_\_ Part-time \_\_\_\_ Temporary \_\_\_\_

Salary \_\_\_\_ Hourly \_\_\_\_ Commission \_\_\_\_

Rate of Pay: \_\_\_\_\_