



# Application for Employment

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

**\*\* PLEASE PRINT LEGIBLY\*\***

## Applicant Information

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? ( YES ) ( NO ) Describe \_\_\_\_\_

Are you at least 18 years old? \_\_\_ If you are under 18 years of age, can you furnish a valid work permit? \_\_\_\_\_

Are you legally eligible for employment in the U.S.? ( YES ) ( NO ) (Proof of U.S. citizenship or immigration status is required if hired.)

Have you ever been convicted of a crime? ( YES ) ( NO ) If yes, state the nature of the offense and disposition of the case. Include dates and places. (NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

## Employment Information

Position(s) applying for: \_\_\_\_\_ Salary Desired \_\_\_\_\_

How did you find out about this job? ( ) Newspaper ( ) Employee ( ) Internet ( ) Relative ( ) Other \_\_\_\_\_

Why are you seeking a new job at this time? \_\_\_\_\_

Are you seeking full time, part time or temporary employment? \_\_\_\_\_

What hours and shift(s) are you able to work?

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME IN							
TIME OUT							

List times you are not available to work? \_\_\_\_\_

Are you willing to work overtime? ( YES ) ( NO ) Weekends? ( YES ) ( NO ) Holidays? ( YES ) ( NO )

Are you currently employed? ( YES ) ( NO ) If hired, when would you be able to start? \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

Have you ever been terminated or asked to resign from any position? ( YES ) ( NO ) If yes, please explain:

Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need: \_\_\_\_\_

## Education (circle highest level achieved)

Elementary: 1 2 3 4 5 6 7 8

Secondary: 9 10 11 12 G.E.D

College: 1 2 3 4 5 6 7 8

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Other Education: \_\_\_\_\_ Degree & Major: \_\_\_\_\_

**Work History** (please begin with most recent)

Company \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

May we contact the employers listed above? ( YES ) ( NO )

If no, list the employers you do not wish us to contact and why: \_\_\_\_\_

**Authorizations** (please read carefully, then sign and date below)

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company. Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use** Screen Interview Date: \_\_\_\_\_ 2nd Interview Date: \_\_\_\_\_ Hired Date: \_\_\_\_\_

Experience:

Attitude/Personality: