



APPLICATION FOR EMPLOYMENT

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, disability, marital status, sexual orientation or any other category or class protected under federal, state or local law.

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip

Driver's License State: _____ Driver's License Number: _____

Telephone Number _____ Email Address: _____

Are you legally eligible for employment in the U.S.A. Yes No

Are you over 18 years old? Yes No

POSITIONS APPLIED FOR: 1) _____ 2) _____

Full-Time _____ Part-Time _____ Temporary _____

Wage or salary desired? \$ _____ When can you start? _____

WORK HISTORY: Include Military Service.

May we contact your present and former employers? Yes No

MOST RECENT EMPLOYER	ADDRESS	PHONE
1		
DATE STARTED	STARTING SALARY	STARTING POSITION
	\$ _____ per	
DATE LEFT	SALARY ON LEAVING	POSITION ON LEAVING
	\$ _____ per	
NAME AND TITLE OF SUPERVISOR		
DESCRIPTION OF DUTIES		REASON FOR LEAVING
MOST RECENT EMPLOYER	ADDRESS	PHONE
2		
DATE STARTED	STARTING SALARY	STARTING POSITION
	\$ _____ per	
DATE LEFT	SALARY ON LEAVING	POSITION ON LEAVING
	\$ _____ per	
NAME AND TITLE OF SUPERVISOR		
DESCRIPTION OF DUTIES		REASON FOR LEAVING
MOST RECENT EMPLOYER	ADDRESS	PHONE
3		
DATE STARTED	STARTING SALARY	STARTING POSITION
	\$ _____ per	
DATE LEFT	SALARY ON LEAVING	POSITION ON LEAVING
	\$ _____ per	
NAME AND TITLE OF SUPERVISOR		

EDUCATION	Name & Location of School	Major	Diploma/Degree or Total Credits
High School			
Post-Secondary			

Other Training/Education/Job Related Knowledge, Skills and Abilities _____

Please list three personal references we may contact on the following lines:

Name

Address

Telephone Number

Keyboard Skills? Yes No

Computer Experience? Yes No If yes, type _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration of employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

The Company is authorized by my providing my signature to perform a criminal conviction search and drivers records search in advance of any job offer for qualification purposes only. I understand only convictions or violations that directly affect the performance of this position will restrict qualification of employment.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I understand I will be required to pass a drug/alcohol test and if I fail to pass, the offer will be withdrawn.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT MY EMPLOYMENT IS AT WILL AND MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I have read, understand, and, by entering my name here as a representation of my signature, consent to these statements.

Date

Applicant's Signature