



# APPLICATION FOR EMPLOYMENT

**Please Print.**

Today's Date \_\_\_\_\_

## GENERAL INFORMATION

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

Present Address: \_\_\_\_\_  
Street City State Zip Code

How long have you lived there? \_\_\_\_\_

Previous Address if less than three years at present address: \_\_\_\_\_  
Street City State Zip Code

How long did you live there? \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you eighteen (18) years old or older?  Yes  No

Are you legally authorized to work in the United States?  Yes  No

*Proof of eligibility documentation must be provided at time of hire as required by law.*

## EMPLOYMENT DESIRED

Position Applying For: \_\_\_\_\_

Do you want to work: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

Date available to start work: \_\_\_\_\_ Salary Expectations: \_\_\_\_\_

Have you applied for employment with this company within the last 12 months?  Yes  No

Have you ever worked for us before?  Yes  No  
*(If yes, please provide your name of record at that time, job title, and dates of employment):* \_\_\_\_\_

## EDUCATION

	High School	Technical College	College	Other
School Name & Location				
Years Completed (Circle)	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Did You Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diploma/Degree/Certificate				

## ADDITIONAL TRAINING AND SPECIAL SKILLS

Please describe any special job-related skills and qualifications acquired from employment, education, volunteer experiences, or other. Do not include experiences which would indicate race, color, creed, religion, sex, sexual orientation, national origin, marital status, veteran status, status with regard to public assistance, membership or activity in a local commission, disability, or age.

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A. Have you ever been denied a license, permit, or privilege?  Yes  No

If yes, explain \_\_\_\_\_

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B. Has any license, permit, or privilege ever been suspended or revoked?  Yes  No

If yes, explain \_\_\_\_\_

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## EMPLOYMENT HISTORY

*Please Start With Your Present or Most Recent Position*

NAME OF LAST EMPLOYER:	ADDRESS:
TELEPHONE NUMBER:	POSITION:
DATES EMPLOYED: FROM: TO:	SALARY:
REASON FOR LEAVING:	
BRIEF DESCRIPTION OF YOUR WORK AND RESPONSIBILITIES:	

May we contact this employer?  Yes  No

NAME OF EMPLOYER:	ADDRESS:
TELEPHONE NUMBER:	POSITION:
DATES EMPLOYED: FROM: TO:	SALARY:
REASON FOR LEAVING:	
BRIEF DESCRIPTION OF YOUR WORK AND RESPONSIBILITIES:	

May we contact this employer?  Yes  No

### EMPLOYMENT HISTORY CONTINUED

NAME OF EMPLOYER:	ADDRESS:
TELEPHONE NUMBER:	POSITION:
DATES EMPLOYED: FROM: TO:	SALARY:
REASON FOR LEAVING:	
BRIEF DESCRIPTION OF YOUR WORK AND RESPONSIBILITIES:	

May we contact this employer?  Yes  No

NAME OF EMPLOYER:	ADDRESS:
TELEPHONE NUMBER:	POSITION:
DATES EMPLOYED: FROM: TO:	SALARY:
REASON FOR LEAVING:	
BRIEF DESCRIPTION OF YOUR WORK AND RESPONSIBILITIES:	

May we contact this employer?  Yes  No

### MISCELLANEOUS

Has your employment with any employer ever been involuntarily terminated?  Yes  No

\*If yes, please identify the employer, date of termination and reason for termination: \_\_\_\_\_

\_\_\_\_\_

### REFERENCES

Please provide the names of three references who are not related to you. If you do not have any employment-related references, please list individuals who can comment on your work skills.

Name	Phone Number	Address	Years Known and In What Capacity
1.			
2.			
3.			

**SIGNATURE**

***Please read the following carefully before signing this application.***

- I certify that I completed this application and that all entries on it and information in it are true and complete to the best of my knowledge.
- I understand that the misrepresentation or omission of facts on this application, on my resume, or during any stage of the hiring process will eliminate me from further consideration or if discovered after hire may result in the termination of my employment. I also understand that I am required to abide by all Company policies, procedures, rules, and regulations.
- I understand that the information contained in this employment application or my being invited to participate in any stage of the hiring process is NOT intended to create an employment contract between this Company and myself. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, for any reason or no reason, per the Employee Handbook and this Company has the right to terminate my employment at any time, per the Employee Handbook.
- I understand that an offer of employment is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
- I authorize this Company and its representatives to make investigations (including contacting current and prior employers, schools, and all others) for the purpose of verifying the information I have supplied during the selection process and for obtaining job-related information regarding my knowledge, skills, abilities, performance of duties and compliance with policies. I hereby authorize my prior employers, schools, and others to provide this Company any related information, personal, or otherwise they may have regarding me which will be used to determine if I am qualified to perform the job duties for which I am applying. I release this Company and them from any liability in responding to inquiries resulting from the release of this information.

**By signing below, I acknowledge that I have read, understand and agree with the above statements.**

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Signature of Applicant

Date