

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**(PLEASE PRINT)**

Last name		First name		Middle name	
Address	Number	Street	City	State	Zip code
Telephone number		E-mail Address		Social Security Number	

Position applied for:	Date of application	
How did you learn about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Are you a U.S. citizen or an alien authorized to work in the U.S.?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

Can you provide proof that you are 18 years of age or older?  Yes  No

Have you ever filed an application with us before?  Yes  No  
*If yes, when?* \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
*If yes, when?* \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, may we contact your present employer?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Seeking:  Full-time  Part-time  Temporary

Hours willing to work: \_\_\_\_\_ Days willing to work: \_\_\_\_\_

Are you willing to travel?  Yes  No

Do you have a current, valid, unrestricted driver's license?  Yes  No

Have you ever been convicted of or pled guilty to a criminal offense?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*

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

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## PREVIOUS EMPLOYMENT EXPERIENCE

List below present and past employers, starting with present or most recent employer.

1. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Starting pay: \_\_\_\_\_ Ending pay: \_\_\_\_\_  
Describe work performed: \_\_\_\_\_

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2. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Starting pay: \_\_\_\_\_ Ending pay: \_\_\_\_\_  
Describe work performed: \_\_\_\_\_

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3. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Starting pay: \_\_\_\_\_ Ending pay: \_\_\_\_\_  
Describe work performed: \_\_\_\_\_

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4. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Starting pay: \_\_\_\_\_ Ending pay: \_\_\_\_\_  
Describe work performed: \_\_\_\_\_

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**EDUCATION**

Name of high school \_\_\_\_\_

Did you graduate? \_\_\_\_\_ If not, years completed \_\_\_\_\_ GED obtained? \_\_\_\_\_

Post-high school technical or trade school? \_\_\_\_\_ Name \_\_\_\_\_

Did you receive a certificate of completion? \_\_\_\_\_ Type of certificate \_\_\_\_\_

College \_\_\_\_\_

Major course of study \_\_\_\_\_ Degree \_\_\_\_\_

Indicate any foreign languages you can speak, read and/or write:

	<u>Fluent</u>	<u>Good</u>	<u>Fair</u>
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

**ADDITIONAL INFORMATION**

Can you operate equipment necessary for performing essential functions of the job for which you are applying? Please specify: \_\_\_\_\_

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

Describe any specialized training, apprenticeship, skills and extra-curricular activities: \_\_\_\_\_

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

Training/skills received in the United States military: \_\_\_\_\_

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

If offered employment, are you willing to submit to a pre-employment physical that is related to the job for which you are applying? \_\_\_\_\_

Are you willing to submit to a pre-employment substance abuse screening if permitted by state law? \_\_\_\_\_

# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 30 days from the date I completed it. If I am not hired during that time and I still want to be considered, I will have to reapply.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

I understand that policies and rules that the company has now are not guaranteed and that the company may change its policies and rules at any time.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interviewer \_\_\_\_\_

Date \_\_\_\_\_

Employed  Yes  No

Date of Employment \_\_\_\_\_

Job title \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Name and title

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_