



# EMPLOYMENT APPLICATION

TODAY'S DATE: \_\_\_\_\_

### APPLICANT INSTRUCTIONS

If you need help filling out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please read "APPLICANT NOTE" below.
2. Complete both sides of this page.
3. If more space is needed to complete any question, use comments section on the back of this page.
4. Print clearly; incomplete or illegible applications will not be processed.
5. Some packets may include an AFFIRMATIVE ACTION QUESTIONNAIRE. This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment for refusing to complete the questionnaire.
6. DO NOT FILL OUT ANY OTHER ATTACHED FORMS OR PAGES UNTIL INSTRUCTED TO DO SO.

NAME: \_\_\_\_\_

LAST FIRST M.I.

SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

STREET CITY STATE ZIP

PRIOR ADDRESS: \_\_\_\_\_

STREET CITY STATE ZIP

### APPLICANT NOTE

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applications will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Affirmative action hiring may be requested by qualified applicants. Additional testing of job related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you are required to submit for a medical review. Depending on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the company.

### AVAILABILITY

For which position are you applying? \_\_\_\_\_

What date can you start? \_\_\_\_\_ What category would you prefer?  Full-Time  Part-time

For which schedules are you available?

Weekdays  Weekends  Evenings  Nights  Overtime  Shift  Other

### EDUCATION

Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

If your school name is under a different name than above, please enter that name. \_\_\_\_\_

	NAME	CITY / STATE	GRADUATE?	DEGREE?
HIGH SCHOOL				
COLLEGE				
OTHER				

### SECURITY

List states and countries of residence for the past 7 years. \_\_\_\_\_

Yes  No Have you used any names or Social Security numbers other than those listed on this page? If so, please list on back.

Yes  No Have you been convicted of, or served time for a felony? If so, please describe below.  
(In accordance with company policy this information will be reviewed for job relatedness and time since last conviction)

INCIDENT	CITY / STATE	CHARGE
1		
2		

### JOB RELATED SKILLS

NOTE: Do not fill out any part of this section you believe to be non-job related.

List languages in which you are fluent: \_\_\_\_\_

Yes  No If the job requires, do you have the appropriate driver's license?  
DL # \_\_\_\_\_ Type \_\_\_\_\_ State of issue \_\_\_\_\_

Yes  No Have you had any moving violations? Please describe: \_\_\_\_\_

Please list any other skills, licenses, or certificates that may be job-related or that you feel would be of value to this job or company. \_\_\_\_\_

Yes  No Have you been given a job description or had the requirements of the job explained to you?

Yes  No Do you understand these requirements?

Yes  No Can you perform the requirements of this job with or without reasonable accommodation?

**PREVIOUS EMPLOYERS**

PLEASE NOTE: Your application will NOT be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical. Ask for a phone book or call information if you need to. FOR EMPLOYERS OUTSIDE THE U.S., A CURRENT FAX NUMBER IS MANDATORY.

MOST RECENT EMPLOYER       Yes       No      Are you currently working for this employer?  
 Yes       No      If so, may we contact?

<b>COMPANY NAME</b>	<b>CITY / STATE</b>	<b>PHONE</b>	<b>FAX</b>
		( )	( )
<b>EMPLOYED FROM</b>	<b>TO</b>	<b>JOB TITLE</b>	<b>SUPERVISOR'S NAME</b>
<b>DUTIES</b>			
<b>SALARY</b>	<b>PER HR, WEEK, MO</b>	<b>REASON FOR LEAVING</b>	

SECOND MOST RECENT EMPLOYER       Yes       No      Are you currently working for this employer?  
 Yes       No      If so, may we contact?

<b>COMPANY NAME</b>	<b>CITY / STATE</b>	<b>PHONE</b>	<b>FAX</b>
		( )	( )
<b>EMPLOYED FROM</b>	<b>TO</b>	<b>JOB TITLE</b>	<b>SUPERVISOR'S NAME</b>
<b>DUTIES</b>			
<b>SALARY</b>	<b>PER HR, WEEK, MO</b>	<b>REASON FOR LEAVING</b>	

THIRD MOST RECENT EMPLOYER       Yes       No      Are you currently working for this employer?  
 Yes       No      If so, may we contact?

<b>COMPANY NAME</b>	<b>CITY / STATE</b>	<b>PHONE</b>	<b>FAX</b>
		( )	( )
<b>EMPLOYED FROM</b>	<b>TO</b>	<b>JOB TITLE</b>	<b>SUPERVISOR'S NAME</b>
<b>DUTIES</b>			
<b>SALARY</b>	<b>PER HR, WEEK, MO</b>	<b>REASON FOR LEAVING</b>	

**REFERENCES**

Include only individuals familiar with your work ability. Do not include relatives.

<b>NAME</b>	<b>ADDRESS / PHONE</b>	<b>YEARS KNOWN / RELATIONSHIP</b>
1.		
2.		

**COMMENTS**


ASK FOR AN ADDITIONAL PAGE IF NECESSARY

**CERTIFICATION AND RELEASE**

I certify that I have read and understand the applicant note on page one of this form and the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and / or its agents, including consumer reporting bureaus, to verify this information. I authorize all former employers, persons, schools, companies, law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am to submit to a drug testing to detect the use of illegal drugs prior to and during employment.

Signature	Date
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