



APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

The Company will maintain this application in an active status for 30 days. If you desire to be considered for employment after 30 days from the date of this application, you must complete and submit a new application.

DATE of APPLICATION: _____

This Company is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law.

BACKGROUND INFORMATION (Please print all information)

Name: _____

Address: _____

Social Security Number: _____ Home Tel. No.: () _____

Are you at least 18 years of age? Yes No Work Tel. No.: () _____
If less than 18 years of age, please provide date of birth: _____

Are you a citizen of the United States? Yes No
If not, have you received authorization from the United States Immigration and Naturalization Service to work in this country?

(Appropriate documentation will be required upon offer and acceptance of employment.)

POSITION DESIRED

Position Desired: _____ Date Available for Employment: _____

Shift Preference: 1 2 3 Any

FT/PT Preference: Full Time Part Time Either

Will there be a problem for you to work nights of weekends? Yes No

Minimum starting salary or rate expected: \$ _____

To the best of your knowledge, are you able to perform the functions of the job(s) for which you are applying?
 Yes No

Briefly explain why you are applying for this position. _____

ADDITIONAL INFORMATION

• Have you ever been convicted of, or pleaded guilty to, a crime other than a minor traffic offense?

Yes No

If yes, please explain. _____

• Have you ever been discharged or requested to resign from any position due to misconduct, theft, or unsatisfactory performance?

Yes No

If yes, please explain. _____

• Have you ever served in the military? Yes No

If yes, from _____ to _____

If yes, were you honorably discharged? Yes No

Please list all your previous addresses for the past 10 years, beginning with the most recent.

Year(s)	Address
____ to ____	Street Address City State Zip
____ to ____	Street Address City State Zip
____ to ____	Street Address City State Zip
____ to ____	Street Address City State Zip
____ to ____	Street Address City State Zip
____ to ____	Street Address City State Zip
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____ to ____	Street Address City State Zip
____ to ____	Street Address City State Zip

EDUCATION

• Circle highest grade completed

High School					College				Graduate School	
8	9	10	11	12	1	2	3	4	1	2

School	Name of School	City, State	Avg Grade	Date of Degree	Degree/Major
High School					
College or Trade School					
Graduate School					

• Are you attending school now? Yes No Date you will complete: _____

• Describe any other training or courses of study. _____

EMPLOYMENT HISTORY

List ALL former employers starting with the most recent. Use additional paper if necessary.

FIRM NAME, ADDRESS & PHONE	MONTH/YEAR STARTED/LEFT	POSITION & DUTIES	SUPERVISOR	LAST SALARY	REASON FOR LEAVING
_____	Started:				
	Left:				
_____	Started:				
	Left:				
_____	Started:				
	Left:				
_____	Started:				
	Left:				
_____	Started:				
	Left:				
_____	Started:				
	Left:				

• May we contact your present employer? Yes No

• Please provide any additional information about you and the skills you possess that would assist us in making our decision whether to hire you.

REFERENCES		
Give name, address, and telephone number of three <u>business</u> references (e.g., former immediate supervisor) who are not related to you.		
Name	Address	Telephone Number

RELEASE
<u>PLEASE READ CAREFULLY</u>
<p>I certify that the foregoing answers are true and correct to the best of my knowledge, and understand that any misstatement or omission as to any fact will constitute grounds for my immediate dismissal or rejection of my application. The correctness of all statements made in this application may be investigated. In connection with such investigation, I authorize all former employers and other persons contacted to release any and all information in their possession which has or may have a bearing on my suitability as an applicant, and I release all employers or other persons supplying or requesting such information from any and all liability.</p> <p>Date _____ Signature of Applicant _____</p> <p>Neither the acceptance of this application nor the subsequent entry into a type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statement, and the like, as they may exist from time to time, or other customary practices, shall serve to create an actual or implied contract of employment or to confer any right to remain an employee or otherwise to change in any respect the <u>employment-at-will relationship</u> between it and the undersigned, and the company may end the employment relationship cannot be altered except by written instrument signed by the owner of the Company. Both the undersigned the company may end the employment relationship at any time, without specified notice or reason, and without liability by the company to the undersigned except for earned wages or salary.</p> <p>Date _____ Signature of Applicant _____</p>