



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

All applications will be kept on file for 1 year.

Personal Information

Date:

Name:

Last

First

Middle

Present Address:

Street

City

State

Zip Code

Permanent Address:

If different than above

Street

City

State

Zip Code

Phone Number:

Are You 18 or Older?

Yes

No

Are you lawfully eligible for employment in this country?

Yes

No

Are you able to meet the attendance requirements for this job?

Yes

No

Employment Desired

Date you can start work?

Starting Salary

Position:

Type of Employment desired? Full Time

Part Time

Seasonal

Temporary

Are you employed now? Yes

No

May we contact your current employer?

Yes

No

Have you ever applied to this company before?

Yes

No

If yes, when?

How did you hear about our organization? Referral?

Advertisement?

Other?

Education

School	Name and Location	Number of Years Attended	Did you Graduate?	Subjects Studied?
Grammar School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
High School			Yes <input type="checkbox"/> No <input type="checkbox"/> If no, do you have your GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	
College			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trade, Business, or Other Schools			Yes <input type="checkbox"/> No <input type="checkbox"/>	

General

Areas of Special Study or Interest?

Special Skills?

Activities (hobbies, athletic, civic, etc.):

Exclude organizations which indicate race, religion, creed, sex, marital status, color, national origin, or other protected class membership.

US Military Service

Rank

Present Member of National Guard or Reserves

Yes

No

Continued on back

Employment History

Please list your last 3 employers, within the past 5 years, start with your last employer first.

Date/Month/Year	Name and Address of Employer	Position	Reason for Leaving
From: To:			
From: To:			
From: To:			

Which of these jobs did you like the best?

What did you like best about this job?

References

Please give the names of 3 persons not related to you and not former employers, whom you have known for at least 1 year.

Name	Address/Phone	Business	Years Known
1			
2			
3			

Acknowledgment

Please read the following before signing this application.

- I acknowledge and certify that the information contained in this application is true and accurate to the best of my knowledge.
- I give the Company full authorization to verify any information contained in this application and authorize the Company to make any necessary inquiries regarding my character, reputation, and abilities.
- I fully release any individuals providing information to the Company regarding my character, reputation, and abilities from and all liability regarding this information.
- I acknowledge and understand that if any false information, inaccuracies, omissions, misrepresentations are discovered, my application may be rejected and, if I am employed, **my employment may be terminated based upon this discovery at any time.**
- I acknowledge and agree that if I am employed I will be expected to conform with any and all company rules, regulations, policies and procedures, written or unwritten.
- I acknowledge and agree that if I am hired, **I will be considered an "at-will" employee and that my employment may be terminated at any time, with or without cause, with or without notice, by myself or by the company.**
- I acknowledge and understand that as a condition of employment I may be required to undertake a drug and alcohol test and/or a physical examination to determine if I am able to complete the essential functions of the job with or without accommodations.
- I acknowledge and understand that this is an application for employment and not an offer or guarantee of employment.
- I acknowledge and understand that any offer of employment will be based upon my ability to perform the essential functions of the job with or without reasonable accommodation, including and but not limited to: technical abilities, lifting requirements, driving ability, attendance expectations, and attitude & behavior expectations.

Date:

Signature:

APPLICANT -- DO NOT WRITE BELOW THIS LINE

EMPLOYER NOTE:

Do not write on this application, except for this area. Write any comments or concerns on the interview form.

Called for Interview: Yes No If yes, date called: _____

Interviewed: Yes No If yes, date interviewed: _____

Hired: Yes No If yes, Starting Date: _____ Salary: _____