

# Application for Employment

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on Page 2 of this application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied For \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you seeking:      Full-Time       Part-Time       Temporary       When could you start? \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

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

Are you 18 years of age or older?      Yes  No       (If you are hired you may be required to provide proof of age.)

Social Security Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the U.S.?      Yes  No

Have you ever been convicted of any law violation (except a minor traffic violation)?      Yes  No

If yes, give details \_\_\_\_\_

(A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date, and the job for which you are applying will also be considered.)

Are you now or do you expect to be engaged in any other business or employment?      Yes  No

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

Do you have a valid driver's license      Yes  No

Driver's License Number \_\_\_\_\_ State Where Issued \_\_\_\_\_ Class \_\_\_\_\_

Have you ever had your driver's license suspended or revoked in the last three years?      Yes  No

If yes, give details \_\_\_\_\_

## LIST NAMES AND LOCATIONS OF SCHOOLS

	Number of Years Completed	Diploma Degree Certificate
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High School or GED: _____	_____	_____
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College or University: _____	_____	_____
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Vocational/Technical: _____	_____	_____
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List names of employers in consecutive order with present or most recent employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give nature of work, business name (if any), and supply business references. Please supply dates in month and year.

Name of Employer		Job Title
Address		Dates of Employment: From          To
City, State, Zip		Pay: Start \$                          Final\$
Supervisor	Phone	Reason for Leaving:
Name of Employer		Job Title
Address		Dates of Employment: From          To
City, State, Zip		Pay: Start \$                          Final\$
Supervisor	Phone	Reason for Leaving:
Name of Employer		Job Title
Address		Dates of Employment: From          To
City, State, Zip		Pay: Start \$                          Final\$
Supervisor	Phone	Reason for Leaving:
Name of Employer		Job Title
Address		Dates of Employment: From          To
City, State, Zip		Pay: Start \$                          Final\$
Supervisor	Phone	Reason for Leaving:

If you are presently employed, may we contact your employer?          Yes  No

Have you ever been fired from a job or asked to resign?          Yes  No

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

Give three references, not relatives or former employers:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in dismissal if discovered at a later date. I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit and/or consumer reports, driving record and criminal history. I authorize any person, school, current or former employer, consumer reporting agency, and any other organization or agency to provide information relevant to such investigation from all liability or responsibility to me for doing so. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired. I understand that compliance with Company policies, procedures and safety guidelines is a condition of my employment. I understand that I may be required to successfully pass a drug-screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of my employment, if required. I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time with or without cause and with or without notice.

I have read, understand, and by my signature below, consent to these statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_