

APPLICATION FOR EMPLOYMENT



An Equal Opportunity Employer

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

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of 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 Applying For: _____ Today's Date: _____

Last Name: _____ First Name: _____ Middle Int.: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Telephone #: _____ Social Security Number: _____

Are you seeking: Full-Time Part-Time Temporary Date You Can Start: _____

What Days and Hours Are You Available?

Monday _____ (hours available) Tuesday _____ (hours available) Wednesday _____ (hours available)
 Thursday _____ (hours available) Friday _____ (hours available) Saturday _____ (hours available)
 Sunday _____ (hours available)

Are you 18 year of age or older? Yes No

(If you are hired, you may be required to submit proof of age.)

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

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation? Yes No

Include any plea of "guilty" or "no contest." Include traffic violations.

If Yes, give details: _____

(A conviction will not necessarily disqualify an applicant for employment)

If employed, do you expect to be engaged in any additional business or employment outside of this job? Yes No

If Yes, give details _____

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

Driver's License Number: _____ Class of License: _____ State Licensed In: _____

Do you have any careless, reckless or DUI citations? Yes No

Have you ever had your driver's license suspended or revoked? Yes No

Have you been involved in a traffic accident that you were at fault? Yes No

If yes, give details: _____

LIST NAME AND ADDRESS OF SCHOOLS	Number of Years Completed	Diploma/ Degree/Certificate
High School <input type="checkbox"/> GED <input type="checkbox"/>		

College or University: _____

Vocational or Technical: _____

What skills or additional training do you have that relate to the job for which you are applying? _____

What machines or equipment can you operate that relate to the job for which you are applying? _____

OVER

List names of employers in consecutive order with **present or last employer listed first**. If self-employed, give firm name and supply business references.

Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT (MO/YR) FROM: TO:
CITY/STATE/ZIP CODE		PAY: START \$ _____ FINAL \$ _____
SUPERVISOR(S)	TELEPHONE #	REASON FOR LEAVING
NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT (MO/YR) FROM: TO:
CITY/STATE/ZIP CODE		PAY: START \$ _____ FINAL \$ _____
SUPERVISOR(S)	TELEPHONE #	REASON FOR LEAVING
NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT (MO/YR) FROM: TO:
CITY/STATE/ZIP CODE		PAY: START \$ _____ FINAL \$ _____
SUPERVISOR(S)	TELEPHONE #	REASON FOR LEAVING

Have you worked or attended school under any other names?..... Yes No
 If Yes, give names: _____
 Are you presently employed?..... Yes No
 If Yes, whom do you suggest we contact? _____
 Have you ever been fired from a job or asked to resign?..... Yes No
 If Yes, please explain: _____

Give (3) references, not relatives or former employers.

	Name	Address	Phone
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

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 my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employer & organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand 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 employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED 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 REASON AND WITH OR

WITHOUT NOTICE.

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

Signature: _____

Date: _____

This application for employment will remain active for a limited time. Ask the organization's representative for details.