

APPLICATION FOR EMPLOYMENT



We provide equal employment opportunity to all qualified persons without regard to race, creed, color, religion, sex, age, national origin, ancestry, physical or mental disability, veteran status, or any other covered by law.

DATE _____

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ SOCIAL SECURITY NUMBER _____

POSITION APPLIED FOR _____

HOW DID YOU HEAR OF THIS OPENING? _____

WHEN CAN YOU START? _____ DESIRED WAGE \$ _____

ARE YOU A U.S. CITIZEN OR OTHERWISE AUTHORIZED TO WORK IN THE U.S. ON AN UNRESTRICTED BASIS? YES NO
(YOU MAY BE REQUIRED TO PROVIDE DOCUMENTATION)

ARE YOU LOOKING FOR FULL-TIME EMPLOYMENT? YES NO

WHAT HOURS ARE YOU AVAILABLE? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE (FELONY OR MISDEMEANOR)? YES NO
(THIS WILL NOT NECESSARILY DISQUALIFY YOUR APPLICATION AND WILL BE EVALUATED ON ITS OWN MERIT. IF YOU DO NOT DISCLOSE A PREVIOUS MISDEMEANOR AND/OR FELONY AND THE COMPANY FINDS OUT ABOUT IT AT ANY POINT DURING ACTIVE EMPLOYMENT, IT WILL BE GROUNDS FOR IMMEDIATE TERMINATION.)

IF YES, PLEASE DESCRIBE CONDITIONS: _____

EDUCATION

SCHOOL NAME & LOCATION	YEAR	MAJOR	DEGREE
HIGH SCHOOL _____	_____	_____	_____
TECHNICAL SCHOOL _____	_____	_____	_____
COLLEGE _____	_____	_____	_____
ADVANCED DEGREES _____	_____	_____	_____
OTHER TRAINING/CERTIFICATIONS _____	_____	_____	_____

IN ADDITION TO YOUR WORK HISTORY, ARE THERE OTHER SKILLS, QUALIFICATIONS, OR EXPERIENCE THAT WE SHOULD CONSIDER?

CONTINUED

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EMPLOYMENT HISTORY STARTING WITH MOST RECENT EMPLOYER (YOU DO NOT NEED TO COMPLETE THIS SECTION IF YOU PROVIDED A RESUME)

1) COMPANY NAME _____ TELEPHONE _____

ADDRESS _____

START DATE _____ END DATE _____ POSITION _____

NAME OF SUPERVISOR _____ MAY WE CONTACT? YES NO

RESPONSIBILITIES _____

REASON FOR LEAVING _____

2) COMPANY NAME _____ TELEPHONE _____

ADDRESS _____

START DATE _____ END DATE _____ POSITION _____

NAME OF SUPERVISOR _____ MAY WE CONTACT? YES NO

RESPONSIBILITIES _____

REASON FOR LEAVING _____

3) COMPANY NAME _____ TELEPHONE _____

ADDRESS _____

START DATE _____ END DATE _____ POSITION _____

NAME OF SUPERVISOR _____ MAY WE CONTACT? YES NO

RESPONSIBILITIES _____

REASON FOR LEAVING _____

REFERENCES

1) NAME _____ RELATION _____

CONTACT INFORMATION _____

2) NAME _____ RELATION _____

CONTACT INFORMATION _____

ACKNOWLEDGEMENT / CONSENT:

I CERTIFY THAT THE FACTS SET FORTH IN THIS APPLICATION FOR EMPLOYMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF I AM EMPLOYED, FALSE STATEMENTS OR OMISSIONS SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL. THIS COMPANY IS HEREBY AUTHORIZED TO MAKE ANY INVESTIGATIONS OF MY PRIOR EDUCATIONAL, REFERENCES, CRIMINAL, CREDIT, SOCIAL MEDIA, AND EMPLOYMENT HISTORY THROUGHOUT THE PRE-EMPLOYMENT PROCESS AND ACTIVE EMPLOYMENT. I ALSO HEREBY CONSENT TO ANY PRE-EMPLOYMENT PROCESSING INCLUDING PHYSICALS, ASSESSMENTS, DRUG/ALCOHOL TESTING AND ANY OTHER ESTABLISHED BY THE EMPLOYER.

I UNDERSTAND THAT EMPLOYMENT AT THIS COMPANY IS "AT WILL", WHICH MEANS THAT EITHER I OR THIS COMPANY CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE, AND FOR ANY REASON NOT PROHIBITED BY LAW. ALL EMPLOYMENT IS CONTINUED ON THAT BASIS.

SIGNATURE _____ DATE _____