

# APPLICATION FOR EMPLOYMENT

*Prospective employees will receive consideration without discrimination because of race, creed color, sex, age, national origin, handicap or veteran status*

<b>P E R S O N A L</b>	<b>Last Name</b> _____	<b>First</b> _____	<b>Middle</b> _____	<b>Date</b> _____
	<b>Street Address</b>	_____		
	<b>City, State, Zip</b>	_____		
	<b>Have you ever applied for employment with us?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
	<b>If yes, Month and Year</b> _____, <b>Location:</b> _____			
	<b>Position Desired:</b>	_____		
	<b>Apart from absence for religious observance, are you available for full-time work?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If no, what hours can you work?</b> _____			
	<b>Are you legally eligible for employment in the United States?</b> _____			
	<b>Are you over 18 years of age?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If not, employment is subject to verification of age.</b>			
	<b>Other Special training or skills (language, machine operation, etc.)</b>	_____ _____		
	<b>Home Telephone:</b>	_____		
	<b>Business Telephone</b>	_____		
	<b>Social Security #</b>	_____		
	<b>Pay Expected</b>	_____		
	<b>Will you work overtime if asked?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
	<b>When will you be available to begin work?</b>	_____		
	<b>Are you related to anyone working here?</b>	_____		

<b>E D U C A T I O N</b>	School	Name and Location of School	Course of Study	No of Years Completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> YES <input type="checkbox"/> NO	
	College				<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Business/ Trade				<input type="checkbox"/> YES <input type="checkbox"/> NO	
	High School				<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Elementary				<input type="checkbox"/> YES <input type="checkbox"/> NO	

**Membership in Professional or Civic Organizations**  
(Exclude those which may disclose your race, color, religion or national origin)

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# EMPLOYMENT RECORD

Please give accurate, complete full-time and part-time employment record. Start with your present or most-recent employer

<b>1</b>	Company Name: _____	Telephone #: _____
	Address: _____	Employed From: _____ to _____
	Name of Supervisor: _____	Weekly Pay: _____
	Job Title and Description of Duties: _____	Reason for Leaving: _____
_____		_____

<b>2</b>	Company Name: _____	Telephone #: _____
	Address: _____	Employed From: _____ to _____
	Name of Supervisor: _____	Weekly Pay: _____
	Job Title and Description of Duties: _____	Reason for Leaving: _____
_____		_____

<b>3</b>	Company Name: _____	Telephone #: _____
	Address: _____	Employed From: _____ to _____
	Name of Supervisor: _____	Weekly Pay: _____
	Job Title and Description of Duties: _____	Reason for Leaving: _____
_____		_____

<b>4</b>	Company Name: _____	Telephone #: _____
	Address: _____	Employed From: _____ to _____
	Name of Supervisor: _____	Weekly Pay: _____
	Job Title and Description of Duties: _____	Reason for Leaving: _____
_____		_____

## DO NOT CONTACT

We may contact the employers listed above unless you indicate those you do not want us to contact:

Employer Number(s) \_\_\_\_\_  
Reason: \_\_\_\_\_

## MILITARY

Did you serve in the Armed Forces?  YES  NO

If Yes, in what Branch? \_\_\_\_\_ Present Membership in National Guard or Reserves? \_\_\_\_\_

Describe any training received relevant to position for which you are applying.

\_\_\_\_\_

## REFERENCES

(Please give the names of three persons not related to you whom you have known at least one year.)

	Name	Phone #	Business/How Do you Know?	Years Acquainted
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

Have you ever been bonded?  YES  NO

If yes, with what employers? \_\_\_\_\_

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court?  YES  NO

If yes, describe: \_\_\_\_\_

### In Case of Emergency, Notify:

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

I certify that all information submitted by me on this application is true and complete and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the Company's Rules and Regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at either my or the Company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Company. I understand that no company representative, other than it's President and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I hereby authorize the Company to investigate all statements contained herein and to check the references given above, and hereby release all parties from all liability for any damage that may result from furnishing the information to the Company.

I understand that if an offer of employment is made, I will be required to undergo and successfully pass a pre-employment drug screening and/or physical examination. I further understand that my acceptance of an offer for employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_