

APPLICATION FOR EMPLOYMENT

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Office Phone _____ Email Address: _____

Social Security Number: _____

Position Sought: _____ How did you learn of the position? _____

Full Time ____ Part Time ____ Specify Hours _____ Are you willing to work overtime? [] Yes [] No

On what date would you be available for work? _____ Desired Wage/Salary \$ _____

Is there any reason we may not inquire of your present employer or prior employers? If yes, please explain _____

Have you applied to this company before? [] Yes [] No When? _____

If driving is a requirement of the job for which you are applying, do you have a valid driver's license? [] Yes [] No

If you are a minor, can you produce a work certificate necessary to obtain employment? [] Yes [] No

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? [] Yes [] No
(Verification and completion of Form I-9 must be submitted no later than three business days after date of hire)

Have you ever been convicted of a felony substantially related to the functions or qualifications of the position(s) for which you are applying? [] Yes [] No

Note: This question does not apply to convictions, which have been expunged, sealed, pardoned or otherwise exonerated or eradicated. (A conviction record will not necessarily be a bar to employment.)

If yes, please describe the criminal conviction(s) listing the nature of the offense(s) and your rehabilitation since the conviction(s). _____

EDUCATION

Educational Background	School Name	Location	Highest Grade Completed	Major
High School				
College				
Trade, Business or Graduate School				
Other				

Specialized technical skills e.g. computer programming/language/software, equipment operations, special tools or machines). _____

EMPLOYMENT

(Most Recent First.)

1. Employer _____ Job Title _____
Dates Employed _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Job Title _____ Supervisor _____
Starting Salary _____ Ending Salary _____ Duties Performed _____
Reason for leaving _____

2. Employer _____ Job Title _____
Dates Employed _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Job Title _____ Supervisor _____
Starting Salary _____ Ending Salary _____ Duties Performed _____
Reason for leaving _____

3. Employer _____ Job Title _____
Dates Employed _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Job Title _____ Supervisor _____
Starting Salary _____ Ending Salary _____ Duties Performed _____
Reason for leaving _____

4. Employer _____ Job Title _____
Dates Employed _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Job Title _____ Supervisor _____
Starting Salary _____ Ending Salary _____ Duties Performed _____
Reason for leaving _____

REFERENCES

Please give the names of three additional work-related references that we may call. Please do not list relatives. Individuals with no prior work experience may list school or volunteer related references.

	Name & Position	Company	Telephone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

ACKNOWLEDGMENT AND AUTHORIZATION – PLEASE READ CAREFULLY

I understand that this application is not a contract, offer or promise of employment. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the company’s president.

I further understand that I am responsible for being familiar with the Company’s policies, rules and regulations, and I understand that the company has complete discretion to modify its policies, rules, regulations and practices at any time, to the extent permitted by federal, state, and local law, except that it will not modify its policy of employment at will. By my continued employment with the Company, I consent to any such changes.

I certify that answers given herein are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of information on this form or relating to my application of employment may result in my denial of employment, or if employed, my immediate dismissal.

I authorize investigation of all statements contained in this application for employment as permitted by federal, state or local law and I agree to complete any requisite authorization forms. * I release all parties from any liability arising out of this provision and the use of such information.

Signature of Applicant

Date

** Federal law requires a separate release form when obtaining Consumer Credit Reports.*