

Employment Application

An Equal Opportunity Employer

(Please Print)

Position(s) Applied For	Date of Application
How did you learn about us and if referred who referred you?	

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip
Telephone Number(s)	Social Security Number	-	-		

Have you ever been employed with us before?	
Do any of your friends or relatives work here? If yes list names.	
Are you applying for: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
What days and hours are you available for work?	Would you be available to work overtime?
Would you be available to work weekends?	Can you travel if a job requires it?
If hired date you can start work. If applying for temporary work, during what period of time will you be available to work?	
If hired do you have reliable transportation to and from work?	
Desired Salary?	If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?

Are you currently employed?	May we contact your present employer?
Are you currently on "lay-off" status and subject to recall?	
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations? If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests?)	
Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? If yes, state nature of the crime(s), when and where convicted and disposition of the case. (Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered).	

Education and Training

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree / License #/ Certification
High School				
Undergraduate College				
Graduate / Professional				
Other / (Specify)				
If licensed/certified has your license or certification even been revoked or suspended? (If yes, explain.)				
Describe any specialized job related training, apprenticeship program, skills and / or extracurricular activities.				
List any additional experience, training, qualifications or skills which you feel makes you especially suited for the position you are applying for including any professional, trade, business or civic activities and offices held?				

Employment History

List below all present and past employment starting with your most recent employer (last ten years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer		Telephone No. () -	Name of Supervisor		
Address	<i>Number</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Your position and duties					
Type of Business		Rate of Pay (Starting / Ending) /		Dates of Employment (From / To) /	
Reason for leaving					
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No					

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Employment History, continued

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Explain any gaps in employment.

Personal/Professional References

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name	Telephone No. () -	Occupation	No. of Years Acquainted
Address <i>Number</i> <i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

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Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect
Initials my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education
Initials and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letter, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition,, I hereby release the company my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I hereby understand that nothing contained in the application, or conveyed during any interview
Initials which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made I writing and signed by me and the company's designated representative.

Date

Applicant's Signature

Employment History, continued

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