



## EMPLOYMENT APPLICATION

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental handicap, or veteran status.

**Date** \_\_\_\_\_

**Name:** Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**Street Address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Telephone** ( ) \_\_\_\_\_ Social Security # \_\_\_\_\_

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

Are you looking for full time employment?  Yes  No

If no, what hours are you available? \_\_\_\_\_

Are you willing to work swing shift?  Yes  No

Are you willing to work graveyard?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please fully describe the circumstances:

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

**Educational History: School Name and Location Year Major Degree**

High School \_\_\_\_\_

College \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

In addition to your work history, are there are other skills, qualifications, or experience we should consider:

\_\_\_\_\_

\_\_\_\_\_

**Employment History: (Start with most recent employer.)**

Company name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact? [ ] Yes [ ] No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact? [ ] Yes [ ] No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employment History: (Continued)**

Company name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact? [ ] Yes [ ] No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Professional References:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_

**Professional References: (Continued)**

Name _____	Relationship _____
Contact Phone Number _____	
Contact Address _____	
_____	
_____	

Please attach any relevant additional information.

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 on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history. 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 statute. All employment will continue on that basis. I understand that no supervisor, manager, or executive of this company, other than the president has the authority to alter the foregoing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

