



EMPLOYMENT APPLICATION

We are an equal opportunity employer. Applicants are considered based on their qualifications. All offers and commencement of employment are contingent upon successful completion of a drug screen. If you need assistance in completing this application, please ask us. We will be happy to help you.

PLEASE PRINT

Date of Application: ____/____/____

Position applied for (Our applications are filed by position. Please be specific.): _____

Referral Source: Ad (where) _____ Friend _____ Relative _____ Employment Agency _____ Other _____

Name: _____
(Last) (First) (Middle)

Other names by which you have been known (maiden name, etc.): _____

Address: _____
(Street) (City) (State & Zip)

Telephone: hm () _____ wk () _____ cell () _____

Social Security Number _____

Are you 18 years of age or older? Yes _____ No _____ If you're under 18 you must furnish a work permit.

Do you have a legal right to work in the U.S.? Yes _____ No _____

Have you filed an application here before? Yes _____ No _____ If yes, Year _____ Position _____

Are you employed now? Yes _____ No _____

Are you on lay-off and subject to recall? Yes _____ No _____

May we contact your current employer? Yes _____ No _____ If no, Explain _____

On what date are you available for work? ____/____/____

Are you available to work: Full-time _____ Part-time _____

Are you available to work weekends? Yes _____ No _____

Have you ever been convicted of a law violation other than a minor traffic violation? Yes* _____ No _____

If yes, please explain: _____

Are there any criminal charges pending against you at this time? Yes* _____ No _____

If yes, please explain: _____

*(The company will not consider convictions which it views as substantially unrelated to the circumstances of the job for which you are being considered.)

EMPLOYMENT EXPERIENCE

Please list all employment, even if you have submitted a resume. Start with your present or most recent job. (Do not skip any jobs.) Include military service assignments. Exclude organization names which would indicate race, color, religion, sex, national origin, disability, or age. Use additional pieces of paper if more space is needed.

Current/Most Recent Employment

Employer _____ Phone () _____

Address _____

Job Title _____ Supervisor's Name _____

Dates Employed (from) ____ / ____ / ____ (to) ____ / ____ / ____ Wage/ Salary \$ _____ per _____

Reason for Leaving _____

Work performed _____

What part(s) of this job did you like best? _____

What part(s) of this job did you like least? _____

2nd Most Recent Employment

Employer _____ Phone () _____

Address _____

Job Title _____ Supervisor's Name _____

Dates Employed (from) ____ / ____ / ____ (to) ____ / ____ / ____ Wage/ Salary \$ _____ per _____

Reason for Leaving _____

Work performed _____

What part(s) of this job did you like best? _____

What part(s) of this job did you like least? _____

3rd Most Recent Employment

Employer _____ Phone () _____

Address _____

Job Title _____ Supervisor's Name _____

Dates Employed (from) ____ / ____ / ____ (to) ____ / ____ / ____ Wage/ Salary \$ _____ per _____

Reason for Leaving _____

Work performed _____

What part(s) of this job did you like best? _____

What part(s) of this job did you like least? _____

EDUCATION

Do you have a high school diploma or equivalent? Yes _____ No _____

College, university, or technical school _____ Number of years completed: 1 2 3 4
(school name)

Major _____ Degree Received _____

Graduate school _____ Degree Received _____
(school name)

Honors/ scholarships received _____

List business schools, apprenticeships, military training, or any other education you have received which would qualify you for this position _____

Describe seminars, workshops or training which you have attended _____

GENERAL INFORMATION

List professional, trade, business, or job-related activities, clubs, or organizations to which you belong and consider relevant to your ability to perform the job you are seeking. You are not required to include any organizations the nature of which indicates union affiliation, race, color, creed/religion, sex, ancestry/national origin, disability, age, marital status, sexual orientation, military reserve membership, or use/nonuse of lawful products.

Summarize special skills and qualifications acquired from employment or other experiences:

Describe your interest in our company or this line of work, and the skills and aptitudes that you feel qualify you for this position:

Provide three work references who are not related to you:

Name:	Phone Number:	How do you know the person:	Years Acquainted:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Thank you for providing us with this information. All hiring decisions are based on applicant skills, abilities, and qualifications.

APPLICANT'S STATEMENT

I certify that answers given on this application are true and complete to the best of my knowledge. I understand that any false or misleading answers, statements, or omissions made by me on this application or any supplement of the application, or in connection with the above mentioned investigation or any physical examinations, may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date. I understand that this application is not and is not intended to be a contract of my employment.

I authorize investigation of all statements contained in this application including education and applicable criminal conviction information. I give the Company the right to fully investigate my employment history and job-related activities and applicable consumer, credit and public records. I agree to cooperate in such investigations and I authorize all persons, employers, schools, organizations, reporting agencies, and law enforcement agencies to give any information to the Company that they may have regarding me. I hereby release those persons, employers, schools, organizations, and law enforcement agencies, and all individuals connected with them, from all liability including any claim for damages for releasing this information to the Company.

I further acknowledge that my employment may be terminated and any offer of employment, if such is made, may be withdrawn, with or without cause, and with or without prior notice, at any time, at the option of the Company or myself. I understand that no representative of the Company has any authority to enter into any agreement for employment for any specified period of time, or assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing.

I consent to take a pre-employment job-related test, if required, and such job-related test in the future as may be required by the Company. In the event that I am employed by the Company, I understand that I am required to abide by all rules and policies of the Company.

I understand also that as part of my employment, I may have access to confidential and proprietary information which is the exclusive property of the Company. I agree to keep confidential and not to disclose, during or two years subsequent to my employment, any information of an unpublished, confidential, or proprietary nature. Upon completion of my employment, either by reason of breach of this agreement or otherwise, I agree to return to the company all keys and all other company property and materials supplied to me in the course of my employment.

Applicant Signature

Date / /

Any job offer made is contingent upon an individual's ability to fulfill the verification requirements of the Immigration Reform and Control Act. This application will be active for one (1) year from the date it was filed. After one (1) year, if you still wish to be considered, you must complete a new application.