



Application for Employment

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, national origin, religion, creed, age, gender, disability, veteran status, being a victim of domestic violence, or any other characteristic protected under local, state or federal law. Applications and resumes are kept on file for one year. We are an equal opportunity employer.

Date: _____

Name _____
Last First M.I.

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Email Address _____

Referral Source *(Please check the appropriate category and name the source)*

Walk In

Company Website

Current Employee Reference _____

Sign

Newspaper or Internet Ad _____

Other _____

Type of work for which you wish to be considered: _____

Briefly explain any skills or experience you have relevant to the job you are applying for: _____

Are you presently employed? Yes No If so, may we contact your present employer? Yes No

If hired, when would you be available to work? _____

What are your salary requirements? _____



Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Education

Schools	Name	Years Completed	Major Courses	Diploma/Degree
High School				
<i>Location</i>				
Business or Trade				
<i>Location</i>				
College				
<i>Location</i>				
Graduate School				
<i>Location</i>				

If you served in the United States Armed Forces, briefly describe the skills you acquired: _____



Personal Information

Are you legally authorized to work in the U.S.? Yes No

Note: you will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.

Are you at least 18 years of age? Yes No If you are under 18, do you have working papers? Yes No

Are you willing to work overtime if required? Yes No If no, include details _____

Have you been convicted of a crime in the past seven (7) years? (A conviction does not automatically bar you from employment)

Yes No If yes, include details _____

References (Please provide 3 professional references)

Name _____ Relationship _____

Company _____ Telephone Number _____

Address _____

Name _____ Relationship _____

Company _____ Telephone Number _____

Address _____

Name _____ Relationship _____

Company _____ Telephone Number _____

Address _____



I certify that the answers given by me to the foregoing questions and statements are true and correct to the best of my knowledge without consequential omissions of any kind. I agree that the Company shall not be held liable in any respect if my employment is rejected or subsequently terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination. I understand that a medical examination based on the requirements of the position for which I am being considered may be required, and drug testing may be included as part of the regular pre-employment physical. I also voluntarily and knowingly authorize the companies, schools or persons named above to give any information requested regarding my former employment, character and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said companies, schools or persons from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment, which the party disclosing such facts knows to be untrue. In consideration of my employment, I agree to conform to the rules and regulations of this organization. My employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either my employer or myself.

Signature _____ Date _____

