# Employment Application (please print)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

*We consider all applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veterans status, or any other prohibited basis of discrimination, as provided under applicable local, state and federal law. Federal law obligates us to provide a reasonable accommodation to the know disabilities of applicants and employees, unless to do so would pose an undue hardship. Please feel free to let us know if you need an accommodation to complete the application process to perform any essential elements of the position sought.*

## Applicant Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Position Applied for: | |  | | | | |
| Full Name: |  | |  |  | Date: |  |
|  | Last | | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Available: |  | |  | | |  | Desired Salary: | | $ |
| Driver’s License number: | |  | | State: |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Have you ever filled out an application with us before? | | | | YES | | | | NO | | If yes, when? | | |  | | | | | | | | |
| Have you ever worked for this company? | | | | YES | | | | NO | | If yes, when? | | |  | | | | | | | | |
| Are you a citizen of the United States? | | | | YES | | | | NO | | If no, are you authorized to work in the U.S.? | | | | | | YES | | | NO | | |
| Are you currently employed? | | | | YES | | | | NO | | May we contact your current employer? | | | | | | YES | | | NO | | |
| Dates available for work: |  | | | | | | | | | | | | | | | | | | | |
| Are you available to work? | | Full Time | | | | | **Part Time** | | | | | **Shift Work** | | **Temporary** |  | | |
| Are you available to work overtime if its required? | | | | | |  | | | | | | | | | | | | | | | |
| Are you currently on “lay-off” status and subject to recall? | | | | | YES | | | | NO | | Can you travel if job requires it? | | | | | | YES | | | NO | | |
| Travel restrictions and reasoning: | | |  | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of a felony or misdemeanor, other that minor traffic violations? | | YES | NO |  |
| If yes, explain: |  | | |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Starting Salary: | $ \_\_\_\_\_\_\_\_\_\_\_ | Ending Salary: | $ \_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: | |  | To: |  | Reason for Leaving: | | |  | |
| May we contact your previous supervisor for a reference? | | | | | | YES | NO |  | |
|  | | | | | |  |  |  | |
|  | | | | | |  |  |  | |
| Company: |  | | | | | | | Phone: |  |
| Address: |  | | | | | | | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: | |  | To: |  | Reason for Leaving: | | |  | |
| May we contact your previous supervisor for a reference? | | | | | | YES | NO |  | |
|  | | | | | |  |  |  | |
|  | | | | | |  |  |  | |
| Company: |  | | | | | | | Phone: |  |
| Address: |  | | | | | | | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: | | |  |
| May we contact your previous supervisor for a reference? | | | | | YES | NO |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |

## Education

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| High School: | | |  | | | | Address: |  | | | |
| From: |  | | | To: |  | Did you graduate? | | YES | NO | Diploma: |  |
| College: | |  | | | | | Address: |  | | | |
| From: |  | | | To: |  | Did you graduate? | | YES | NO | Degree: |  |
| Other: | |  | | | | | Address: |  | | | |
| From: |  | | | To: |  | Did you graduate? | | YES | NO | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |

## Disclaimer and Signature

CERTIFICATION AND RELEASE: I certify that I have read and understood the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief, I understand that any false information, omissions or misrepresentations of facts called for in this application may result in the rejection of my application or discharge at any time during my employment. I authorized the company and/or its agents including consumer reporting bureaus to verify any of this information including, but not limited to criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever to issuing this information. I authorize any and all employers, including my current employer, to release any information concerning my job performance and work record including attendance, disciplinary and performance records, to the company, and I hereby release any and all employers, including my current employer, from any liability for any damage whatsoever for releasing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

I understand the company is not obligated to provide, nor am I obligated to accept employment. Nothing in this application, or in any prior or subsequent or oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment either expressed or implied. This application does not bind either party for a specific period of time regarding employment. If hired, nothing in this application shall restrict my right as an employee or the right of the company as an employer to terminate my employment at any time for any or no reason.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Applications will be considered active for a period not to exceed six months from the date of application

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |