



APPLICATION FOR EMPLOYMENT

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

SECTION 1: PERSONAL INFORMATION

Name _____ Today's Date _____

Address _____ City _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____ Other: _____

Email Address: _____ Social Security Number: _____

Drivers License Number: _____ Expiration Date: _____

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction? **Yes / No**

Have you ever been convicted of a felony? **Yes / No** If yes, please describe circumstances:

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license and social security card or green card) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

EDUCATION

School	Location	Years Attended	Degree Received

Other training, certifications, or licenses held:

SECTION 2: WORK AVAILABILITY

On what date would you be available to start work? _____

Do you have any objection to work overtime? **Yes / No**

Can you work overtime without prior notice? **Yes / No**

Can you work Saturdays? **Yes / No** Can you work Sundays? **Yes / No**

Do you have any physical condition which might limit your ability to perform the job for which you are applying for? **Yes / No** If yes, how can we accommodate your needs? _____

SECTION 3: EMPLOYMENT

Position wanted: _____

How did you learn about the position? _____

Desired Hourly Wage \$ _____

If selected for employment, are you willing to submit to a pre-employment drug screening test? **Yes / No**

Have you ever been terminated or asked to resign from any position of employment? **Yes / No**

If yes, please describe circumstances:

List other information pertinent to the employment you are seeking:

SECTION 4: PREVIOUS EMPLOYMENT

(Most Recent First or Attach Resume)

1. Employer _____ Job Title _____

Dates Employed _____ Prior Position in Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Supervisor _____

Starting Salary \$ _____ Ending Salary \$ _____

Duties Performed _____

Reason for Leaving _____

2. Employer _____ Job Title _____

Dates Employed _____ Prior Position in Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Supervisor _____

Starting Salary \$ _____ Ending Salary \$ _____

Duties Performed _____

Reason for Leaving _____

3. Employer _____ Job Title _____

Dates Employed _____ Prior Position in Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Supervisor _____

Starting Salary \$ _____ Ending Salary \$ _____

Duties Performed _____

Reason for Leaving _____

4. Employer _____ Job Title _____

Dates Employed _____ Prior Position in Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Supervisor _____

Starting Salary \$ _____ Ending Salary \$ _____

Duties Performed _____

Reason for Leaving _____

SECTION 5: REFERENCES

1. Name _____ Years Known _____
Address _____ City _____ State _____ Zip _____
Phone _____ Relationship _____

2. Name _____ Years Known _____
Address _____ City _____ State _____ Zip _____
Phone _____ Relationship _____

3. Name _____ Years Known _____
Address _____ City _____ State _____ Zip _____
Phone _____ Relationship _____

SECTION 6: ACKNOWLEDGEMENT AND AUTHORIZATION

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

In case of emergency, notify:

Name _____ Relationship _____
Address _____ City _____ State _____ Zip _____
Home Phone: _____ Cell Phone: _____