

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

NAME: _____ DATE: ___ / ___ / ___
LAST FIRST MIDDLE

ADDRESS: _____
STREET CITY STATE ZIP

PHONE: (home) _____ (cell) _____ EMAIL: _____

POSITION(S) APPLIED FOR: _____

If you are under 18 years of age, can you provide a work permit? YES NO

Have you ever filed an application with us before? YES NO If YES, give dates _____

Have you worked for us before? YES NO If YES, give dates _____

Are you currently employed? YES NO May we contact your present employer? YES NO

Do you have the legal right to work in this country? YES NO Proof of citizenship or immigration status will be required upon employment.

When would you be available for work? ___ / ___ / ___

Can you work Full Time Part time Shift Work Temporary On-Call?

Can you travel if a job requires it? YES NO

EDUCATION and TRAINING

Education	Name of School	City/State	#of Years	Degrees
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate Work	_____	_____	_____	_____
Other Schools	_____	_____	_____	_____
Major Studies	_____	_____	_____	_____
Honors and/or Accomplishments	_____	_____	_____	_____

FOR OFFICE USE ONLY:

ACTION TAKEN: Pre-screened / not qualified No position available
 Interviewed / no offer Interviewed / offer accepted
 Applicant withdrew Interviewed / offer declined

EMPLOYMENT HISTORY

Start with your MOST CURRENT JOB. Include any job-related military assignments or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1. EMPLOYER _____ DATES EMPLOYED FROM ___/___/___ TO ___/___/___
ADDRESS _____ PHONE (____) _____
JOB TITLE UPON HIRE _____ TITLE WHEN YOU LEFT _____
SUPERVISOR _____ REASON FOR LEAVING _____
DESCRIPTION OF DUTIES _____

2. EMPLOYER _____ DATES EMPLOYED FROM ___/___/___ TO ___/___/___
ADDRESS _____ PHONE (____) _____
JOB TITLE UPON HIRE _____ TITLE WHEN YOU LEFT _____
SUPERVISOR _____ REASON FOR LEAVING _____
DESCRIPTION OF DUTIES _____

3. EMPLOYER _____ DATES EMPLOYED FROM ___/___/___ TO ___/___/___
ADDRESS _____ PHONE (____) _____
JOB TITLE UPON HIRE _____ TITLE WHEN YOU LEFT _____
SUPERVISOR _____ REASON FOR LEAVING _____
DESCRIPTION OF DUTIES _____

4. EMPLOYER _____ DATES EMPLOYED FROM ___/___/___ TO ___/___/___
ADDRESS _____ PHONE (____) _____
JOB TITLE UPON HIRE _____ TITLE WHEN YOU LEFT _____
SUPERVISOR _____ REASON FOR LEAVING _____
DESCRIPTION OF DUTIES _____

PLEASE INDICATE WHETHER YOU WERE EVER EMPLOYED OR ENROLLED UNDER A NAME OTHER THAN THAT USED ON THIS APPLICATION: _____ YES _____ NO

IF YES, PLEASE SPECIFY NAME(S):

DO YOU HAVE ANY RELATIVES CURRENTLY EMPLOYED BY THIS COMPANY? _____ YES _____ NO
IF YES, PLEASE LIST NAME(S) AND DEPARTMENT(S) WHERE EMPLOYED:

SUMMARIZE ANY SPECIAL SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCES THAT MAY QUALIFY YOU TO WORK IN THE POSITION APPLIED FOR:

LIST ANY JOB-RELATED LICENSES, CERTIFICATES, etc. (Please include driver's license *only* if required to perform the functions of the position.)

DESCRIBE ANY SPECIAL ACCOMPLISHMENTS, PUBLICATIONS, AWARDS, etc.

ADD ANY ADDITIONAL INFORMATION YOU WOULD LIKE US TO CONSIDER.

REFERENCES

Please give the names and telephone numbers of three **business** references. They should include previous supervisors or managers, coworkers, clients, or others who know your job performance. If not applicable, list three school or professional references who are not related to you.

1. NAME _____ PHONE (____) _____
POSITION _____ COMPANY _____
2. NAME _____ PHONE (____) _____
POSITION _____ COMPANY _____
3. NAME _____ PHONE (____) _____
POSITION _____ COMPANY _____

APPLICANT'S STATEMENT

I certify that the information in the application form is true and correct to the best of my knowledge, and I agree to have any of the statements checked by the Company unless I have indicated otherwise. I authorize the references listed above, as well as all other individuals the Company contacts, to provide any and all information concerning my previous employment and any other pertinent information they may have of a business nature. Further, I release all parties from any and all liability for any damages that may result from furnishing such information to the Company, as well as from the use or disclosure of such information by the Company or any of its agents, employees, or representatives.

I understand that no questions will be asked concerning my salary history, ethnicity, gender preferences, or past convictions. It is the intent of the Company to confirm job-related information that will aid the Company in determining if you are the best candidate for the position.

I understand that any misrepresentation or omission by me in this application or any other form that I prepare or sign, may result in my failure to receive an offer of employment, or if I have been hired, in my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of the Company as amended by the Company from time to time at its discretion. I understand that as a condition of initial and continued employment, the Company's dispute resolution procedure will be the recognized means of settling employment-related claims.

Employment with the Company is on an "at-will" basis and may be terminated by either the employee or the Company at any time with or without cause or notice. No commitment or other term of employment shall be inferred or otherwise assumed from any source whatsoever, written or oral. Employment for any specified duration shall not be valid or binding on the employee or Company unless it is expressly set forth in a written document and signed by the employee and by the President of the Company. Employment-at-will is a term and condition of employment and continued employment for all persons employed by the Company.

I also understand that all offers of employment are conditioned on the Company's receipt of satisfactory responses to reference requests, background clearance as required for specific positions, and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

SIGNATURE OF APPLICANT

DATE

AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, sexual orientation, medical condition or disability, or any other status protected by applicable state or federal civil rights laws.