



**APPLICATION FOR EMPLOYMENT**

*We are an Equal Opportunity Employer*

**NOTE: PLEASE COMPLETE ALL SECTIONS OF THIS FORM.**

**PERSONAL DATA**

FULL NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
NUMBER & STREET CITY STATE ZIP

PHONE NO \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

POSITION APPLIED FOR \_\_\_\_\_ Part Time  Full Time

DAYS AVAILABLE  Mon  Tues  Wed  Thu  Fri  Sat  Sun SHIFT: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, All

DATE AVAILABLE FOR EMPLOYMENT \_\_\_\_\_ SALARY REQUIREMENTS \$ \_\_\_\_\_

**EDUCATION**

	Name & Address	Yrs. Completed	Course of Study	Degree
High School				
Undergraduate College				
Graduate/Professional				
Trade, Military, Other				

**EMPLOYMENT HISTORY**

(Start with current or most recent employer)

Starting Salary \$ _____ Ending Salary \$ _____ From (Mo/Yr) _____ To (Mo/Yr) _____	Name of Company: _____ Phone _____ Address: _____ City & State: _____ Supervisor: _____ Position & primary duties: Reason(s) for Leaving:
Starting Salary \$ _____ Ending Salary \$ _____ From (Mo/Yr) _____ To (Mo/Yr) _____	Name of Company: _____ Phone _____ Address: _____ City & State: _____ Supervisor: _____ Position & primary duties: Reason(s) for Leaving:

Starting Salary \$ _____	Name of Company: _____	Phone _____
Ending Salary \$ _____	Address: _____	
From (Mo/Yr) _____	City & State: _____	Supervisor: _____
To (Mo/Yr) _____	Position & primary duties:	
	Reason(s) for Leaving:	

## SPECIAL SKILLS AND QUALIFICATIONS

Additional job training; skills; certifications; accreditations; seminars; other languages; professional, trade, business or civic activities/offices. (You may exclude anything that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.)

---



---



---

## REFERENCES

Give name, address and telephone number of three references who are not related to you.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

### ADDITIONAL INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION?     Yes     No

If yes, please explain: \_\_\_\_\_

CONVICTION FOR AN OFFENSE WILL NOT NECESSARILY DISQUALIFY YOU FROM CONSIDERATION.

ARE YOU AT LEAST 18 YEARS OF AGE?     Yes     No

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?     Yes     No

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION?     Yes     No

WILL YOU WORK OVERTIME IF REQUIRED?     Yes     No

### **PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING BELOW**

The facts set forth in this application for employment are true and complete. I understand that if employed, false statements, omissions or misleading statements on this application shall be considered sufficient cause for dismissal and I agree that my prospective employer shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading statements. My prospective employer is hereby authorized to investigate my employment history, including the contacting of the employers listed above. I hereby release my former employers from all liability on account of furnishing information regarding my work record to my prospective employer. (If there is a particular employer you do not wish us to contact, please indicate which one and why.) I understand and agree that, if hired, my employment is "at will" and may be terminated at any time without any prior notice. I further understand and agree to abide by all company procedures and safety rules, including submitting to substance abuse testing, if requested, as a condition of continued employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_