

Application for Employment

We are pleased that you are seeking employment with
Applicants are considered without regard to race, color, religion, sex, age or national origin, or any factors prohibited by local, state, or federal law.
We are proud to be an Equal Opportunity/Affirmative Action Employer.

PERSONAL

Date: _____

Last Name First Name M.I. SS Number

Address Street Apt. City State Zip Code

Home Telephone No: _____ Work Telephone No: _____

In Case of Emergency, Please Notify: _____

Work Telephone Number: _____ Home Telephone Number: _____

Please List all names you have used in the past: _____

Are you related to anyone presently employed at our Company?

Yes No Name: _____ Dept.: _____

Have you ever been employed at our Company? Yes Date: _____ No

How were you referred to our Company? Employee Self Advertisement Agency

School Other _____

Have you ever applied for employment at our Company? Yes Date: _____ No

EMPLOYMENT DESIRED : Position: _____

Date Available: _____ Salary Desired: _____ per Month Hour

Shift Preference: Week-End 1st Shift 2nd Shift 3rd Shift

Are you interested in: Temporary Full Time Part Time Summer

EXPERIENCE

(List the last five (5) employers, starting with most recent, or go back 10 years; including military service. Attach separate sheet if necessary.)

MAY WE VERIFY YOUR CURRENT EMPLOYMENT? YES NO

Name and address of employer

Name Street City State Zip Ph. No.

Dates From: _____ To: _____ Position: _____

Salary:
Starting: _____ per: hr. mo. year Ending: _____ per: hr. mo. year

Reason for leaving: _____

Name and address of employer

Name Street City State Zip Ph. No.

Dates From: _____ To: _____ Position: _____

Salary:
Starting: _____ per: hr. mo. year Ending: _____ per: hr. mo. year

Reason for leaving: _____

Name and address of employer

Name	Street	City	State	Zip	Ph. No.
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Dates From: _____ To: _____ Position: _____

Salary:
Starting: _____ per: hr. mo. year Ending: _____ per: hr. mo. year

Reason for leaving: _____

Name and address of employer

Name	Street	City	State	Zip	Ph. No.
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Dates From: _____ To: _____ Position: _____

Salary:
Starting: _____ per: hr. mo. year Ending: _____ per: hr. mo. year

Reason for leaving: _____

Name and address of employer

Name	Street	City	State	Zip	Ph. No.
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Dates From: _____ To: _____ Position: _____

Salary:
Starting: _____ per: hr. mo. year Ending: _____ per: hr. mo. year

Reason for leaving: _____

EDUCATION

Begin with high school and include any military schools you may have attended.

Name of High School	Street Address	City	State	Zip
Did You Graduate?	Yes No GED			

Name of School	Street	City	State	Zip
Dates attended From:	_____ To: _____			
Course of Study:	_____ Degree: _____			

Name of School	Street	City	State	Zip
Dates attended From:	_____ To: _____			
Course of Study:	_____ Degree: _____			

Name of School	Street	City	State	Zip
Dates attended From:	_____ To: _____			
Course of Study:	_____ Degree: _____			

SKILLS

1. List any licenses or certifications you hold:
2. Typing Speed: _____ Word Processing: Yes No Program: _____
3. Other computer skills (describe):

4. Have you ever been convicted of, pled guilty or nolo contendere (no contest) to a felony crime? Yes No
If yes, give details (A conviction will not necessarily disqualify you from employment):

5. Can you perform the essential functions of this job, with or without reasonable accommodation?
Yes No

6. Can You meet the attendance requirements of this job? Yes No

IF HIRED, I WILL PROVIDE PROOF OF MY LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES

REFERENCES

Name (3) individuals we may contact who have knowledge of your performance and work experience, preferably former supervisors:

Last Name	First Name	M.I.		Title
Street	City	State	Zip	Ph. No.
Last Name	First Name	M.I.		Title
Street	City	State	Zip	Ph. No.
Last Name	First Name	M.I.		Title
Street	City	State	Zip	Ph. No.

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING

I authorize _____ (company) to investigate my background and to obtain information concerning my ability and desirability as a prospective employee. In connection with this investigation, I authorize former employers to release to Company, without liability, any information in their possessions relevant to my past performance as their employee. I authorize Company to release such employment information as necessary to those employees and agents of Company who require such information to make a decision with respect to any matter pertaining to my status as an employee.

I understand that, if hired, my employment will be "at will", that is, that Company or I can terminate my employment at any time, with or without notice, and with or without cause.

I certify that the statements made by me herein, and other information given by me pursuant to my becoming an employee of Company, are true, and complete and correct and are made in good faith, and I understand that any misstatements or omissions can lead to immediate dismissal.

If offered employment, I understand I will be required to submit proof of U.S. citizenship or right to work in the United States prior to commencing employment with Company. I further understand that my employment is contingent upon completion and approval of the appropriate background investigations.

I HAVE READ THE ABOVE PARAGRAPHS, UNDERSTAND THEIR IMPORTANCE AND EFFECT UPON MY EMPLOYMENT, AND ACCEPT SAME AS CONDITIONS OF MY EMPLOYMENT WITH COMPANY.

This application, when completed and signed, becomes the property of Company.

Applicant Signature

Date