



## APPLICATION FOR EMPLOYMENT

Failure to complete all sections of this application may disqualify an applicant from consideration. This application will remain on file for one year and active for one month. Applicants are considered on the basis of qualifications without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, genetic status or sexual orientation.

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home phone # \_\_\_\_\_ Are you 18 years old or older?  Yes  No

Cell phone # \_\_\_\_\_ Are you legally authorized to work in the U.S.?  Yes  No

### EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Salary desired: \$ \_\_\_\_\_ Circle any or all that apply: Full time / Part time / Temp

Are you currently employed?  Yes  No If yes, may we inquire of your present employer?  Yes  No

Have you previously applied to be employed by this company?  Yes  No When? \_\_\_\_\_

**Can you (applicant) safely lift a 50 lb item and carry it 50 feet?**  Yes  No

List any skills or hobbies which may be relevant to the qualification necessary for this position: \_\_\_\_\_

### EDUCATION, EXPERIENCE AND SKILLS:

Highest grade completed in High School: \_\_\_\_\_ Diploma:  Yes  No GED:  Yes  No

Name of High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Number of years attended at Trade School: \_\_\_\_\_ Jr College: \_\_\_\_\_ College: \_\_\_\_\_ Other: \_\_\_\_\_

Colleges and City/States: \_\_\_\_\_

List any degrees received: \_\_\_\_\_

List professional, trade, business or civil activities and any offices held (*you may exclude organizations which would indicate the race, sex, age, marital status, color, national origin or ability of its members*):

Have you ever been discharged, fired or asked to resign from any employment?  Yes  No

If yes, explain:

**EMPLOYMENT HISTORY** List your last three employers, starting with the most recent.

<b>EMPLOYER:</b>	PHONE #	START DATE	POSITION	REASON FOR LEAVING
SUPERVISOR:		_____	_____	
		END DATE	PAY RATE	
ADDRESS		_____	\$ _____	
DUTIES				

  

<b>EMPLOYER:</b>	PHONE #	START DATE	POSITION	REASON FOR LEAVING
SUPERVISOR:		_____	_____	
		END DATE	PAY RATE	
ADDRESS		_____	\$ _____	
DUTIES				

  

<b>EMPLOYER:</b>	PHONE #	START DATE	POSITION	REASON FOR LEAVING
SUPERVISOR:		_____	_____	
		END DATE	PAY RATE	
ADDRESS		_____	\$ _____	
DUTIES				

**REFERENCES** List two persons not related to you, whom you have known for at least one year.

NAME	CITY, STATE	PHONE #	PROFESSION	YEARS KNOWN
1.				
2				

Have you ever been convicted of a felony?  Yes  No (a conviction record will not necessarily be a bar to employment). If yes, what was the year and nature of the offense, and the outcome? \_\_\_\_\_

\_\_\_\_\_

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application or in an interview, including, but not limited to failure to reveal prior employers, shall be grounds for immediate dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is ‘at-will,’ for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without prior notice and without cause.”

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_