

Name \_\_\_\_\_

Date \_\_\_\_\_

**An  
Equal  
Opportunity  
Employer**

# APPLICATION FOR EMPLOYMENT

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status.

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## Personal Information

Name _____	Are you over the age of 18? If not, employment is subject to verification that you are of minimum legal age.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social Security Number _____		
Present Address _____	Can you provide documented proof of your eligibility for employment in the United States? Either a drivers license and Social Security card/birth certificate OR Immigration and Naturalization Service Documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
City _____ State _____ Zip _____		
Home Phone _____		
Emergency Contact _____ Phone _____	Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If at present address less than one year: Previous Address _____		
City _____ State _____ Zip _____		

Position(s) applied for \_\_\_\_\_ Type of employment  Full-time  Part-time  Temporary

Date available to start? \_\_\_\_\_ Rate of pay expected \_\_\_\_\_

What days and hours, if part-time? \_\_\_\_\_

## Education

Type of school	Name and address of school	Courses majored in	Last year completed	Graduate?
Elementary			5 6 7 8	
High School			9 10 11 12	
College			1 2 3 4	
Vocational				

Yes  No Have you applied for a job with us before?

Yes  No Have you ever worked for us before?

How did you come to apply?

- Employee referral     High school recruitment     Newspaper ad     Employment agency     Craigslist Ad  
 Former employee     College recruitment     Walk-in     Website     Other \_\_\_\_\_

Yes  No Have you ever been bonded?

Yes  No Have you ever been refused a bond?

Yes  No Have you ever served in the U.S. Armed Forces? Branch \_\_\_\_\_ date entered \_\_\_\_\_ date discharged \_\_\_\_\_

Yes  No Have you ever been convicted of a violation of the law other than a minor traffic violation?

Date, court and place where offense occurred \_\_\_\_\_

Yes  No Have you ever been discharged or requested to resign from a position?

Yes  No Are you currently employed?

Yes  No May we contact your present employer?

Why do you desire to make a change? \_\_\_\_\_

Yes  No Have you ever held a position of trust (handling money or confidential material)?

Yes  No Do you have any reason to believe that you would have difficulty meeting this company's work schedule?

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

## Previous employment record (start with most recent or present employer and complete in full)

Name and address of most recent employer		Telephone
Immediate Supervisor (name and position)	Date hired	Starting rate
Job title and duties	Date left	Ending rate
Reason for leaving	May we contact this employer?	
Name and address of most recent employer		Telephone
Immediate Supervisor (name and position)	Date hired	Starting rate
Job title and duties	Date left	Ending rate
Reason for leaving	May we contact this employer?	
Name and address of most recent employer		Telephone
Immediate Supervisor (name and position)	Date hired	Starting rate
Job title and duties	Date left	Ending rate
Reason for leaving	May we contact this employer?	

Please provide any additional information you feel will be helpful to us in considering your application (special skills, training, management experience, equipment operation or any qualifications):

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### References (Do not list relatives or former employers)

Name and address	Telephone

### Job Applicant's Agreement and Certification

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the company and myself for

either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the company unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and the company retains the same right.

I agree to submit to a physical examination whenever requested, and I understand my becoming employed and/or my continued employment are subject to the results of any physical examination related to my job duties in accordance with company policies and procedures.

I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time.

I understand that this application will be kept on active file for \_\_\_ days from the dated completed, after which time I would have to reapply in accordance with established company procedures.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date