

# EMPLOYMENT APPLICATION

Federal law prohibits discrimination in hiring or employment on the basis of race, color, sex, religion, disability, national origin, citizenship, or on the basis of age. No question on this application is intended to secure information to be used for such discrimination. Proof of identity and work authorization will be required upon employment in accordance with federal regulations. **This Company plans to verify the accuracy of the statements you make on this application.** This application will receive consideration for **sixty (60) days**. If you have not heard from the Company within sixty days and wish to receive further consideration for employment, you must reapply in person.

**TODAY'S DATE:** \_\_\_\_\_

## PERSONAL INFORMATION

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

Address \_\_\_\_\_

(Street) (City) (State) (Zip)

Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, list date of birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(mo) (day) (year)

Are you legally eligible for employment in the U.S.?    Yes \_\_\_\_\_    No \_\_\_\_\_

Telephone Number \_\_\_\_\_

## EDUCATION

Circle Highest Grade Completed:

6 7 8 9 10 11 12  
Junior High or High School

1	2	3	4	5
College or University				

1 2 3 4  
Graduate School

Type of School	Name of School	Location	Major Subject or Course of Study	Did you Graduate?
High School				
College				
Business or Trade School				
Correspondence School				
Other (Specify)				
Graduate School				

List Degree(s) Obtained

## EMPLOYMENT

Position Desired \_\_\_\_\_ Salary desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we contact your present employer? \_\_\_\_\_

Have you ever applied here before? \_\_\_\_\_ When? \_\_\_\_\_

Have you ever worked for this Company before? \_\_\_\_\_ When? \_\_\_\_\_

Are you restricted to working only certain hours of the day? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate the hours you are available \_\_\_\_\_

Are you restricted from working certain days of the week? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate the days you are available M T W T F S S

When can you report for work? \_\_\_\_\_

Type of employment desired \_\_\_\_\_ part-time \_\_\_\_\_ full-time

## WORK EXPERIENCE

Period of Employment (Month/Year)	Name and Address of Company	Positions Held or Duties Performed	Rate of Pay
From:	Company:		Start:
	Street & No.		
To:	City & State		Final:
Name of Supervisor at time of separation: Reason for Leaving:			
From:	Company:		Start:
	Street & No.		
To:	City & State		Final:
Name of Supervisor at time of separation: Reason for Leaving:			
From:	Company:		Start:
	Street & No.		
To:	City & State		Final:
Name of Supervisor at time of separation: Reason for Leaving:			

From:	Company:		Start:
	Street & No.		
To:	City & State		Final:
Name of Supervisor at time of separation: Reason for Leaving:			

## CRIMINAL BACKGROUND

Have you ever pleaded guilty to, "no contest" to, or been convicted of a crime other than a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_ If "yes" please state citation, date, and place where offense occurred. (A "yes" answer will not automatically disqualify you from consideration.) \_\_\_\_\_

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## DRIVING INFORMATION

Do you have a current driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Class: \_\_\_\_\_  
 State: \_\_\_\_\_ Lic. No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Has your driver's license ever been suspended or revoked? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please explain circumstances: \_\_\_\_\_

Please list all moving traffic violations in the past five (5) years:

Offense	Date	Location	Offense	Date	Location
Offense	Date	Location	Offense	Date	Location

## SPECIAL SKILLS

What knowledge, special training or computer skills, and/or other qualifications have you acquired from employment or other experience? Include any specific equipment that you can proficiently operate. \_\_\_\_\_

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## RELATIVES IN OUR EMPLOYMENT

Name	Relationship	Name	Relationship

## REFERENCES

Give three references who are not relatives or former employers.

Name	Occupation	Years Known	Phone	Address

## AFFIDAVIT

I authorize, without liability, investigation of all statements in this application. I authorize all schools which I attended and all previous employers to furnish to the Company my record, reason for leaving and all information they may have concerning me, and I hereby release them and the Company from all liability for any damage whatsoever arising wherefrom.

I understand that the Company may investigate my driving record, criminal record, and credit history. I understand I may be notified if such an investigative report is obtained and that I will have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of information concerning the nature and scope of the investigation.

Following an offer of employment, and, as a continuing condition of employment should I be hired, the Company may require that I submit to a medical examination. The Company also reserves the right to require me to undergo drug testing prior to employment or at any time during my employment, to the extent permitted by law.

I understand that in event of my employment by the Company, it shall be sufficient cause for dismissal if any of the information I have given in this application is false, misstated, or if I have failed to give any information herein requested. I understand that proof of identity and work authorization will be required upon employment in accordance with federal regulations. In event of my employment by the Company, I agree to abide by all present and subsequently issued rules of the Company.

**I understand and agree that, if hired, my employment is "at will." This means that either I or the Company may end the employment relationship at any time and for any or no reason.**

Signature \_\_\_\_\_

Date \_\_\_\_\_