



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 veteran status, sex, origin, disability or any other legally protected status.

AN EQUAL OPPORTUNITY EMPLOYER

Applicant Information

Full Name: _____ DOB: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Social Security No: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
 Can you produce documented proof of your eligibility for employment in the United States? YES NO

Have you ever been convicted of a violation of the law other than a minor traffic violation? Yes No If yes, state date, court and place where offense occurred. _____

Have you ever been bonded? Yes No Have you ever been refused a bond? Yes No If yes, state reason and date: _____

Have you ever been discharged or requested to resign from a position? Yes No
 Are you employed now? Yes No If yes, may we contact your present employer Yes No

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? Yes No Diploma: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? Yes No Diploma: _____

Military Service

Branch: _____ From: _____ To: _____
 Rank at Discharge: _____ Type of Discharge: _____
 If other than honorable, explain: _____

References

Please list three professional references (Do not list relatives or former employers)

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Please provide any additional qualifications helpful to us in considering your application:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I authorize the use of information in this application to verify my statements. I authorize past employers, 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 nothing in this application, or the granting of an interview, creates a contract between the Company and myself for either employment or benefits. No promises have been made to me, and any guarantees must be made in writing to be binding. If an employment relationship is established, I understand I have the right to terminate my employment at any time and that 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 date completed, after which time I would have to reapply in accordance with established company procedure.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____