

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 _____

AN EQUAL OPPORTUNITY EMPLOYER

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. _____		Final _____
To _____	City & State _____		

Name of Supervisor at time of separation: _____
Reason for Leaving: _____

From _____	Company: _____		Start _____
	Street & No. _____		Final _____
To _____	City & State _____		

Name of Supervisor at time of separation: _____
Reason for Leaving: _____

From _____	Company: _____		Start _____
	Street & No. _____		Final _____
To _____	City & State _____		

Name of Supervisor at time of separation: _____
Reason for Leaving: _____

From:	Company:		Start
	Street & No.		Final
To:	City & State		

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 felony? Yes ___ No ___
If "yes" please state citation, date, and place where offense occurred. (A "yes" answer will not automatically disqualify you from consideration.) _____

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. _____

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 therein 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 _____

NOTICE OF OBTAINING BACKGROUND INFORMATION

I understand that in connection with my application for employment or continued employment, the company may obtain a consumer report from a third party reporting agency. The term "consumer report" includes, but is not limited to: credit history, driving record, and criminal record. This information will be used solely for employment related purposes such as, but not limited to: evaluation for initial employment, promotions, transfers, or retention as an employee.

I authorize the company to obtain a consumer report and I authorize any such third party reporting agencies to furnish the company any information it may have concerning me which is on record or otherwise. I understand that I have the right to make a written request within a reasonable period of time to receive additional information about the nature and scope of this investigation in the event I am denied employment or my continued employment is adversely affected.

I certify that the facts I have provided relative to my education, employment history, credit, driving and criminal background, as well as all other requested information is true and accurate. I understand that if I am employed and any such information has been omitted, found to be false in any respect, or a background report renders me unsuitable for the employment as determined at the sole discretion of the company, I may be terminated or no longer considered as an applicant.

Applicant/Employee Signature

Date

Applicant/Employee Name Printed

Date