

# APPLICATION FOR EMPLOYMENT

*We are an equal opportunity employer*

Position Sought: \_\_\_\_\_ [  ] Full Time [  ] Part Time

How did you learn about the position? \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

## GENERAL INFORMATION

On what date would you be available for work? \_\_\_\_\_ Desired Wage/Salary \$ \_\_\_\_\_

Are you willing to work overtime? [  ] Yes [  ] No

Have you ever worked for this company before? [  ] Yes [  ] No

Are you at least 18 years old? [  ] Yes [  ] No

If not, can you provide a valid Work Permit, high school diploma, or equivalent? [  ] Yes [  ] No

If hired, can you verify that you have the legal right to work in the United States? [  ] Yes [  ] No

Do you have any special skills, training or experience which may help you qualify for this job? [  ] Yes [  ] No

If so, please explain \_\_\_\_\_

Do you have reliable means of transportation to get to work? [  ] Yes [  ] No

Have you ever been involuntarily terminated or asked to resign from any position of employment? [  ] Yes [  ] No

If yes, please describe circumstances: \_\_\_\_\_

What languages do you speak, read or write fluently? \_\_\_\_\_

Have you ever been convicted of a crime excluding misdemeanors and summary offenses? [  ] Yes [  ] No

*note: conviction will not necessarily disqualify applicant* If yes, please describe circumstances: \_\_\_\_\_

Do any of your relatives work for this company? [  ] Yes [  ] No

## EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held: \_\_\_\_\_

List other information pertinent to the employment you are seeking: \_\_\_\_\_

## EMPLOYMENT

*(Most Recent First.)*

1. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

## ACKNOWLEDGMENT AND AUTHORIZATION

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I certify that answers given herein are true and complete to the best of my knowledge.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date