

APPLICATION FOR EMPLOYMENT AT _____

An Equal Opportunity Employer

Please Print All Information. Read This Before Completing Application.

This Company is an equal opportunity employer. All statements made by applicants for employment on this application form will be carefully checked for accuracy. We offer employment opportunities to all persons without regard to race, color, religion, age, sex, national origin, or handicap/disability. The use of this form does not mean that there are positions open and does not obligate this Company in any way. Answer all questions.

PERSONAL INFORMATION

Name _____ Date _____

Present Address _____

If at present address less than 1 year give previous address.

Previous Address _____ Soc. Sec. No. _____

Do you certify that you are at least 18 years old? Yes No

If you are under 18, employment is subject to verification that you are of minimum legal age.

Phone Number Where You Can Be Reached

_____ Area Code _____

Are you a citizen of the U.S. or are you otherwise legally permitted to hold employment in the U.S.? Yes No

Have you ever worked under another name? Yes No If yes, what name? _____

EDUCATIONAL INFORMATION

School	Name & Address	Course of Study	No. Yrs. Attended	Graduate Degree
Elementary				XXXX XXXX XXXX
High School				Yes <input type="checkbox"/> No <input type="checkbox"/>
College				Yes <input type="checkbox"/> No <input type="checkbox"/> Degree _____
Post Graduate				Yes <input type="checkbox"/> No <input type="checkbox"/> Degree _____
Correspondence, Night School, GED, Trade School				

EMPLOYMENT HISTORY

Have you ever applied for a job at this Company? Yes No

If yes, when? _____

Have you ever worked here before? Yes No If yes, when? _____

Position(s) applied for: _____

Do you seek to work: Full Time Part Time Seasonal

What shifts are you able to work? All Others (list): Afternoons _____ Days _____ Nights _____

How soon could you report? _____

Rate of pay expected: \$ _____ (per hour / month)

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

Have you ever been convicted of a felony? Yes No If yes, state date, court, and place offense occurred: _____

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

Are you presently employed? Yes No Does your present employer know you are seeking other employment? Yes No

May we contact your present employer? Yes No Why do you desire to change employment? _____

Do you have available transportation to work? Yes No

PRIOR WORK RECORD

List last four (4) employers starting with most recent:

1. Present (or most recent) Employer _____

(Name)

(Address)

(City)

(State)

(Zip)

Immediate Supervisor: _____

Job Title or Position: _____

Date Hired: _____ Starting Salary or Rate: _____

Date Left: _____ Salary or Rate at Leaving: _____

Reason for Leaving: _____

2. Employer _____

(Name)

(Address)

(City)

(State)

(Zip)

Immediate Supervisor: _____

Job Title or Position: _____

Date Hired: _____ Starting Salary or Rate: _____

Date Left: _____ Salary or Rate at Leaving: _____

Reason for Leaving: _____

3. Employer _____

(Name)

(Address)

(City)

(State)

(Zip)

Immediate Supervisor: _____

Job Title or Position: _____

Date Hired: _____ Starting Salary or Rate: _____

Date Left: _____ Salary or Rate at Leaving: _____

Reason for Leaving: _____

4. Employer _____

(Name)

(Address)

(City)

(State)

(Zip)

Immediate Supervisor: _____

Job Title or Position: _____

Date Hired: _____ Starting Salary or Rate: _____

Date Left: _____ Salary or Rate at Leaving: _____

Reason for Leaving: _____

For all breaks in employment or periods of unemployment, please indicate reason(s) for breaks: _____

MILITARY RECORD

Have you served in the U.S. Armed Forces? Yes No If yes, date of service: _____

Branch _____

Starting Rank _____

Final Rank _____

Duties _____

Date of Discharge _____

REFERENCES

Do not list relatives, employees of this Company, or former employers.

(Name)	(Address)	(Occupation)
(Name)	(Address)	(Occupation)
(Name)	(Address)	(Occupation)

MISCELLANEOUS

NOTE: It is understood that false statements on this application will be considered sufficient cause for refusal to hire or dismissal whenever discovered.

I certify that I have answered all questions contained herein truthfully. I hereby grant permission to the Company to investigate into any and all matters contained in this application. I further authorize any individual, agency, corporation or association having any information concerning any matters contained in this application to disclose such information to the Company upon request. I further agree that I shall not hold either the Company or any individual, agency, corporation, or association liable for damages, if any, resulting from the investigation and disclosure of information concerning the questions asked on this application form.

I understand that, if hired, my employment will be at will and may be terminated by me or by the Company at any time with or without cause. If hired, I agree to conform to the rules and regulations of the Company as set forth in the Employee Handbook, and I acknowledge that the Employee Handbook may be changed or withdrawn by the Company at any time, at the Company's sole option and without prior notice to me.

Date _____ Signature _____
Applicant

DO NOT WRITE BELOW THIS LINE
