

# APPLICATION FOR EMPLOYMENT

## General Instructions:

- ⇒ Complete ALL parts of this application, even if a resume is submitted.
- ⇒ False, misleading or incomplete answers shall be grounds for rejection and/or termination of employment.

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Availability to Work (check one):

- Full Time    Part Time    Evenings    Weekends

Are you at least 18 years old?  Yes    No

Are you prohibited from being lawfully employed by the Company in this Country?

- Yes    No

*(proof of employment eligibility in the U.S. is a requirement for employment)*

If not, do you have a work permit?  Yes    No

Have you previously worked for this Company?  Yes    No

If so, when and in what position (s)? \_\_\_\_\_

Have you previously applied for employment with this Company?  Yes    No

If so, when and for what position(s)? \_\_\_\_\_

Have you ever been convicted of or plead guilty or no contest to a felony?

- Yes    No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY** (Begin with most recent employment and go back 10 years and explain ALL gaps in employment. **False or incomplete information will be grounds for rejection of application and/or termination of employment**):

**Name of Employer:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Starting title/position: \_\_\_\_\_

Starting Salary (indicate annual or hourly): \_\_\_\_\_

Ending (current) title/position: \_\_\_\_\_

Ending Salary (indicate annual or hourly): \_\_\_\_\_

Last Supervisor name and title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Are you eligible for re-hire?  Yes  No If no, why not? \_\_\_\_\_

Job duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Starting title/position: \_\_\_\_\_

Starting Salary (indicate annual or hourly): \_\_\_\_\_

Ending (current) title/position: \_\_\_\_\_

Ending Salary (indicate annual or hourly): \_\_\_\_\_

Last Supervisor name and title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Are you eligible for re-hire?  Yes  No If no, why not? \_\_\_\_\_

Job duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Starting title/position: \_\_\_\_\_

Initial \_\_\_\_\_

Starting Salary (indicate annual or hourly): \_\_\_\_\_

Ending (current) title/position: \_\_\_\_\_

Ending Salary (indicate annual or hourly): \_\_\_\_\_

Last Supervisor name and title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Are you eligible for re-hire?  Yes  No If no, why not? \_\_\_\_\_

Job duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Starting title/position: \_\_\_\_\_

Starting Salary (indicate annual or hourly): \_\_\_\_\_

Ending (current) title/position: \_\_\_\_\_

Ending Salary (indicate annual or hourly): \_\_\_\_\_

Last Supervisor name and title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Are you eligible for re-hire?  Yes  No If no, why not? \_\_\_\_\_

Job duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Starting title/position: \_\_\_\_\_

Starting Salary (indicate annual or hourly): \_\_\_\_\_

Ending (current) title/position: \_\_\_\_\_

Ending Salary (indicate annual or hourly): \_\_\_\_\_

Last Supervisor name and title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Are you eligible for re-hire?  Yes  No If no, why not? \_\_\_\_\_

Job duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Skills/Certifications/Aptitudes:**

List any skills, certifications, trades, etc. that would assist you in performing the job that you are now applying for (for example, typing/wpm, computer aptitudes, languages, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education:**

High School Attended: \_\_\_\_\_

Graduate?  Yes  No Course of Study: \_\_\_\_\_

College Attended: \_\_\_\_\_

Years Attended: \_\_\_\_\_ Graduate?  Yes  No

Course of Study: \_\_\_\_\_

Degree earned: \_\_\_\_\_

College Attended: \_\_\_\_\_

Years Attended: \_\_\_\_\_ Graduate?  Yes  No

Course of Study: \_\_\_\_\_

Degree earned: \_\_\_\_\_

College Attended: \_\_\_\_\_

Years Attended: \_\_\_\_\_ Graduate?  Yes  No

Course of Study: \_\_\_\_\_

Degree earned: \_\_\_\_\_

**Additional education/training:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Identify certificates earned or training attended that are relevant to the position sought:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other interests:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

Provide the names and telephone numbers of three (3) references of persons not related to you and indicate if personal or professional/business.

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **How Known:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **How Known:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **How Known:** \_\_\_\_\_

**CERTIFICATION:**

I certify that the information provided above is true and complete, to the best of my knowledge. I realize that any misrepresentations in the information so provided (whether intentional or un-intentional) may result in the rejection of my application or, if hired, in my immediate dismissal.

I authorize \_\_\_\_\_ (hereinafter the "Company") to check all references from current and previous employers and any person listed as a reference on this application that may be relevant to my employment or my ability to perform the job for which I applied. I authorize the Company to verify any of the information furnished in this application including, but not limited to, criminal history and driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and employment history that may be relevant to the evaluation of this application and I hereby release any such persons, schools, companies and law enforcement authorities from any liability for damages whatsoever for issuing this information to this Company and/or its agents, and hereby release the Company for its receipt and use of such information.

I hereby acknowledge and agree that if employed by Company, such employment relationship is at-will; that is, I would be free to resign from the Company whenever I wish, and the Company is not restricted from terminating any employee at any time for any or no reason.

I further understand that my employment with the Company will not be for any specific fixed period or term. At no time shall any oral statement by the management of the Company be construed as giving rise to or creating a contract of employment between the Company and me or any other employee, or to otherwise alter or modify the at-will nature of the employment relationship.

I understand that the Company prohibits the use and possession of controlled substances and/or alcohol on its premises as outlined in the Company's Drug and Alcohol Policy. As required by the Company's Drug and Alcohol Policy, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

\_\_\_\_\_  
Applicant's Signature

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

This application will remain valid for only sixty (60) days. After that time, it will be necessary for you to fill out another application in order to be considered for employment.

\_\_\_\_\_ is an equal opportunity employer of all qualified persons. \_\_\_\_\_ does not discriminate on the basis of race, color, national origin, gender, religion, handicap or disability, age, veteran status or any other legally protected status or classification in any of its policies, procedures, or practices in compliance with Title VII of the Civil Rights Act of 1964 (pertaining to race, color, religion, gender and national origin), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), the Americans with Disabilities Act of 1990 (pertaining to disability), and the Age Discrimination in Employment Act of 1975 (pertaining to age). This non-discriminating policy covers hiring and employment at \_\_\_\_\_.