

APPLICATION OF EMPLOYMENT

All statement made by applicants for employment on this application for will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, martial or veterans' status, sex, national origin, sexual orientation, disability, or any other legally protected status.

PERSONAL INFORMATION

Name (Print) _____ Phone # _____

Current Address _____

Previous Address _____ Social Security # _____

Are you over the age of 18? ☐ Yes ☐ No

Do you have the legal right to work in the United States? ☐ Yes ☐ No

Position(s) applied for _____ How soon could you report to work? _____

Type of employment ☐ Full Time ☐ Part Time ☐ Temporary

Days and hours you are available to work

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM							
PM							

EDUCATION

Type of School	Name & Address of School	Did you graduate?	Last Year Completed	Degree
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Have you applied for a job at : _____ before? ☐ Yes ☐ No

Have you ever worked for _____ before? ☐ Yes ☐ No

If so, state reason(s) for leaving and date _____

Have you ever been convicted of a crime except a minor traffic violation? ☐ Yes ☐ No

If so, state citation, date, court, and place _____

Are you employed now? ☐ Yes ☐ No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material?) ☐ Yes ☐ No

For Job Applicant's Use:

If any questions answered yes, give details in this space

PREVIOUS EMPLOYMENT

(Start with most recent employer and complete in full)

1 Company _____ Phone# _____
Address _____ Supervisor _____
Job Title _____ Responsibilities _____
From _____ To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? ☐ Yes ☐ No

2 Company _____ Phone# _____
Address _____ Supervisor _____
Job Title _____ Responsibilities _____
From _____ To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? ☐ Yes ☐ No

3 Company _____ Phone# _____
Address _____ Supervisor _____
Job Title _____ Responsibilities _____
From _____ To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? ☐ Yes ☐ No

Please provide any additional information such as special skills, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application.

REFERENCES

(Please list 3 professional references)

Name _____ Address _____ Phone# _____
Name _____ Address _____ Phone# _____
Name _____ Address _____ Phone# _____

DISCLAIMER AND SIGNATURE

I certify the facts set forth in my application are true and complete to the best of my knowledge. I understand that, if employed, false statements on this application may result in dismissal. I understand that _____ I may procure an investigative consumer report that may include information to my character, general reputation, personal characteristics, and more of living, and I have a right to receive, upon request, a description of the nature and scope of any such investigation. I authorize _____ to check all personal and employment references and to verify all information I have included on this application form.

I understand that his application, the _____ policies, practices, and procedures, and all other communication distributed to me by _____ does not constitute or supplement any contract of employment. If I am hired, I understand that all benefits, policies, and procedures may be changed by _____ at any time, with or without notice. I further understand that I have the option to terminate my employment relationship with _____ with or without cause and without notice at any time, and that I _____ retains a similar right.

I understand that this application will be kept on active file for 30 days from the date completed, after which time I would have to reapply in accordance with established company procedures.

Signature of Applicant

Date