



## APPLICATION FOR EMPLOYMENT

### An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on last page of the application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied For \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you seeking: Full-time  Part-time  Temporary  employment? When could you start work? \_\_\_\_\_

How did you hear about the Company/Position? \_\_\_\_\_

Last Name	First Name	Middle Name	Telephone Number
Present Street Address	City	State	Zip Code

Are you 18 years of age or older? ..... Yes      No

(If you are hired you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the U.S.?    Yes      No

Have you ever applied here before?..... Yes      No      If yes, when? \_\_\_\_\_

Were you ever employed here?..... Yes     No     If yes, when? \_\_\_\_\_

Are you now or do you expect to be engaged in any other business or employment?..... Yes     No

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

For Driving Jobs Only: Do you have a valid driver's license? ..... Yes     No

Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? ..... Yes     No

If yes, give details: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.) \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. For the dates of employment, please give the month and year only.

Name of current or last employer	Telephone
Address, include City, State, & Zip Code	Supervisor
Job Title: _____ Describe Job Duties	Dates of Employment: From:                      To:
Reason for Leaving	

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Reason for Leaving	

Have you worked or attended school under any other name?..... Yes  No   
 If yes, give names: \_\_\_\_\_

Are you presently employed?..... Yes  No   
 If yes, may we contact your present employer?..... Yes  No

Have you ever been fired from a job or asked to resign?..... Yes  No   
 If yes, please explain: \_\_\_\_\_

<b>EDUCATION</b>	<b>NUMBER OF YEARS COMPLETED</b>	<b>DIPLOMA, DEGREE, CERTIFICATE</b>	<b>SUBJECTS STUDIED</b>
LIST NAME AND ADDRESS OF SCHOOL			
High School or GED: _____ _____			
College or University: _____ _____			
Vocational or Technical: _____ _____			

**ADDITIONAL SKILLS AND TRAINING**

What skills or additional training do you have that are related to the job for which you are applying? \_\_\_\_\_  
\_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying? \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Please give three professional references. They should not be your relatives or former employers.

Name	Telephone
Address	Relationship
Name	Telephone
Address	Relationship
Name	Telephone
Address	Relationship

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics, and mode of living obtained from interviews with neighbors, friends, former employers, schools, and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I have read and understand the above statements. By my signature, I consent to these statements.

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

This application for employment will remain active for a limited time. Ask the organization representative for details.