

Employment Application

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Applicant Information

 Full Name: _____
Last
First
M.I.

 Address: _____
Street Address
Apartment/Unit #

City
State
ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security #: _____ Date of Birth: _____

Position Applied for: _____ Referred By: _____

	YES	NO		YES	NO
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green card, etc.) within three days of being hired. Failure to submit such proof within required time shall result in immediate termination.

	YES	NO		YES	NO
Are you available to work full time?	<input type="checkbox"/>	<input type="checkbox"/>	Are you available to work overtime if needed?	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	YES	NO	YES	NO
Are you available to work Saturday's if needed?	<input type="checkbox"/>	<input type="checkbox"/>	Can you travel if required by this position?	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	YES	NO	YES	NO
Do you speak any foreign languages fluently?	<input type="checkbox"/>	<input type="checkbox"/>	If yes: _____	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	YES	NO	YES	NO
Do you have any relatives/friends presently or formerly employed here?	<input type="checkbox"/>	<input type="checkbox"/>	If yes: _____	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO	YES	NO	YES	NO
Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____	To: _____	Did you graduate?	YES	NO	Diploma: _____
			<input type="checkbox"/>	<input type="checkbox"/>	

College: _____ Address: _____

From: _____	To: _____	Did you graduate?	YES	NO	Degree: _____
			<input type="checkbox"/>	<input type="checkbox"/>	

Other: _____ Address: _____

From: _____	To: _____	Did you graduate?	YES	NO	Degree: _____
			<input type="checkbox"/>	<input type="checkbox"/>	

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

References Continued

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

sJob Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

I certify that all of the information that I have provided in order to apply for and secure work with the employer is true, complete, and correct to the best of my knowledge. I understand that if I am employed, any false statements could be considered as cause for possible dismissal. I understand that this application remains current for 90 days. Any applicant wishing to be considered for employment beyond this time period should reapply if applications are then being accepted. I further understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date or payment of my wages, and regardless of any other policies, procedures, or representations, be terminated at any time without prior notice. I understand that if I hired, I will be an employee at will, and will likewise be free to leave this employment at any time, and for any reason. I hereby authorize the employer to conduct any investigation of my personal and professional work history and/or financial records employing investigative, credit agencies or bureaus of our choice, to the provisions of the fair credit reporting act.

Signature: _____ Date: _____