

APPLICATION FOR EMPLOYMENT  
Equal Opportunity Employer

PERSONAL:

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

If offered employment, will you be able to submit verification of your legal right to work in the U.S.?

\_\_\_\_\_ Yes \_\_\_\_\_ No

EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date you can start? \_\_\_\_\_ Salary Desired? \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever applied for employment or been employed with us? \_\_\_\_\_ If so, when? \_\_\_\_\_

State names of friends and relatives working for us? \_\_\_\_\_

EDUCATION - List all high school, trade or business schools, or college education, beginning with high school.

(Attached additional pages if necessary)

Name of School

Degree/Diploma

GPA

<u>Name of School</u>	<u>Degree/Diploma</u>	<u>GPA</u>

Special Skills: List all job-related skills, training, licenses, awards, or accomplishments. Include whether you are competent on the following: Word, WordPerfect, Excel, PowerPoint, Adobe Acrobat, Outlook, Microsoft Access, General Internet Use, Quickbooks, Quicken, HRIS, Adobe Photoshop, General Calculator Use

\_\_\_\_\_

MILITARY

Did you serve in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what branch? \_\_\_\_\_

Type of discharge? \_\_\_\_\_

EMPLOYMENT (Attach additional sheets if necessary)

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Employed (Month/Year)

Name of Supervisor \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_

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

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Employed (Month/Year)

Name of Supervisor \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_

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

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_ Employed (Month/Year) \_\_\_\_\_  
 Name of Supervisor \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Job Title \_\_\_\_\_ Salary \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes", with what employers? \_\_\_\_\_

Have you ever been fired from any job or asked to resign? \_\_\_\_\_ If so, explain. \_\_\_\_\_

Explain any time gaps between jobs? \_\_\_\_\_

**REFERENCES:** Please exclude relatives and former employers.

<u>Name/Title</u>	<u>Address and Phone Number</u>	<u>Occupation</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**PLEASE READ CAREFULLY BEFORE SIGNING:**

I certify that the information contained in this application is true, accurate, and complete and understand that any inaccurate, incomplete, or false information on this application may be grounds for not hiring me or immediate termination of employment upon discovery, regardless of when and how discovered.

I understand that I may be required to submit to background checks and a pre-employment drug screen. Unsatisfactory or failing results, refusal to submit to or cooperate with the drug screen, or any attempt to affect the results of these checks or screens will be grounds for not hiring me or immediate discharge if already employed

I give my permission for and authorize all background checks, the investigation of all statements and information contained in this application, and any investigation the Company deems necessary into my background, experience, and qualifications, and authorize the Company to conduct any investigation and release and hold the Company and its officers, employees, and agents harmless from any and all liability or claims for making or acting on any investigation. I give my permission and authorize any former employers and coworkers, references and anyone else the Company may contact to provide any and all information about me and release them from any and all liability or claims for doing so.

If hired, I agree and understand that I am required to abide by all of the Company's rules, policies, procedures, handbooks and directives. Filling out an application does not in any way guarantee employment. I understand that any employment with the Company will be "at will", which means that either I or the Company may end the employment at any time for any or no reason with or without notice. Only the President of the Company can alter at will status and only if it is expressed and in writing.

I understand that this application is only current for 90 days. If I wish to be considered for employment after that period, I must fill out and submit a new application.