

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex age, national origin, disability or veteran status.

PERSONAL	Last Name First Middle		Date
	Street Address		Home Phone ()
	City, State, Zip		Business Phone ()
	Have you ever applied for employment with us? · Yes _____ No _____		Social Security #
	If yes, Month and Year: _____ Location: _____		
	Position applying for: (Application will not be accepted without specifying job title.)		Are you at least 18 years of age?
	State your ability to work: Full Time Part Time		Salary Requirements
	Are you legally eligible for employment in the United States? Yes _____ No _____		When will you be able to begin work?
Answer this question only after reviewing a description of the job applied for. Are you able to safely perform the duties of this job? Yes _____ No _____			

EDUCATION	School	Name and Location of School	Course of Study	No. of years completed	Did You Graduate?	Degree or Diploma
	Graduate					
	College					
	Business/ trade/ technical					
	High School					

EMPLOYMENT HISTORY AND REFERENCES		Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.
1	Company Name	Telephone ()
	Address	Employed: (state month and year) From _____ To _____
	Name of Supervisor	Salary: Start: _____ Last _____
	State job title and describe your work	Reason for leaving

2	Company Name	Telephone ()
	Address	Employed: (state month and year) From _____ To _____
	Name of Supervisor	Salary: Start: _____ Last _____
	State job title and describe your work	Reason for leaving

3	Company Name	Telephone ()
	Address	Employed: (state month and year) From _____ To _____
	Name of Supervisor	Salary: Start: _____ Last _____
	State job title and describe your work	Reason for leaving

4	Company Name	Telephone ()
	Address	Employed: (state month and year) From To
	Name of Supervisor	Salary: Start: Last
	State job title and describe your work	Reason for leaving

With the exception of a current employer, we may contact the employers you listed unless you indicate those you do not want us to contact.	Do Not Contact
	Employer Numbers: _____ Reason: _____

Military	Did you serve in the U.S. Armed Forces? Yes No	If yes, in what branch? _____
Describe any training received relevant to the position for which you are applying.		

Have you been convicted for a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? Yes _____ No _____ . If yes, describe in full.

List all skills you possess which you feel are relevant to the job for which you are applying.

Please use this space for additional information and references – List names, titles and phone numbers

S I G N A T U R E	The information provided in the Application for Employment is true, correct, and complete. Any misstatement or omission of fact on this application will result in rejection of this application, or if employed, will result in my dismissal.
	I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future and that if employed, I will be an employee-at-will whose employment can be terminated at any time for any reason or no reason.
	If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from the nature and substance of the information contained in the report.
	I understand and agree that, if offered employment or employed, I may be required to take a physical examination and drug screening as a condition of employment or continued employment. I agree to consent to take such test(s) at such time is designated by the company and to release the company, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s).
_____	_____
Date	Signature

There will be no discrimination as to:
race, color, national origin, sex, age, disability or
limited English Proficiency