

APPLICATION FOR EMPLOYMENT

We receive applications and hire employees without regard to race, creed, color, sex, religion, age, national origin, marital status, disability, veterans status and citizenship status, or any other protected category. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization.

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

PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle Initial

Present address \_\_\_\_\_ Home or nearest phone \_\_\_\_\_  
No. Street City State Zip

How long have you lived at above address? \_\_\_\_\_

Previous address \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
No. Street City State Zip

Are you over the age of 18?  Yes  No If no, employment is subject to verification that you are of minimum legal age.

Are you legally eligible to work in the U.S.?  Yes  No

EMPLOYMENT INFORMATION

Position applying for \_\_\_\_\_ Date available for work \_\_\_\_\_

Shift Preference 1st 2nd 3rd What salary or pay rate do you expect? \_\_\_\_\_

Type of employment  Full Time  Part Time  Temporary

What days and hours are you available to work? Days \_\_\_\_\_ Hours \_\_\_\_\_

Have you ever applied for a job with us before?  Yes  No When? \_\_\_\_\_

Have you ever been bonded?  Yes  No Have you ever been refused bond?  Yes  No If so, state reason and date.

Have you ever been convicted of a crime, pled no contest or had adjudication withheld?  Yes  No If so, explain \_\_\_\_\_

Do you use illegal drugs?  Yes  No

Does your present employer know of your plans to change employment?  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

Do you have steady transportation to work?  Yes  No

Have you ever been discharged or asked to resign?  Yes  No

Are there any other experiences, skills, or qualifications you have that specifically relate to working here? \_\_\_\_\_

Do you have any friends or relatives that currently work here?  Yes  No Name \_\_\_\_\_

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation  Yes  No

EDUCATION INFORMATION

SCHOOLING	YEARS COMPLETED	DEGREE REC. AND MAJOR SUB.	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?
GRAMMAR OR HIGH SCHOOL					
TRADE BUS., OR CORRESPONDENCE					
COLLEGE					
GRADUATE SCHOOL					

Describe any other specialized or professional training (such as business, technical or nursing school). Include study courses given through public or private employment. State whether degree or certificate received.

## PRIOR WORK RECORD (Start with most recent or present employer)

1) Name, Address & Phone No. of Most Recent Employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		

2) Name, Address & Phone No. of Employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		

3) Name, Address & Phone of Employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		

4) Name, Address & Phone No. of Employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		

May we contact the employers listed above? \_\_\_\_\_ If not, indicate by No. which one(s) you do not wish us to contact \_\_\_\_\_

### REFERENCES (Do not list relatives or former employers)

Name _____	Address _____	Phone _____	Occupation _____
Name _____	Address _____	Phone _____	Occupation _____
Name _____	Address _____	Phone _____	Occupation _____
Name _____	Address _____	Phone _____	Occupation _____

*The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements or omission of information on this application, a resume, or other applicant information provided may be considered sufficient reason for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit bureaus of your choice. In making this application for employment I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report.*

I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I understand that employment at this organizations is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date