

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer ALL questions.

You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer": _____ Position applying for: _____

Personal Data

Last Name: _____ Middle Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Date you can start work: _____ Salary Desired: _____

Do you have a High School Diploma or GED? ☐ Yes ☐ No

Position Information Check all that you are willing to work

Hours Desired: ☐ Full Time ☐ Part Time Days ☐ Evenings
☐ Swing ☐ Graveyard ☐ Weekends
 Status: ☐ Regular ☐ Temporary

Are you authorized to work in the U.S. on an unrestricted basis? ☐ Yes ☐ No

Have you ever been convicted of a felony?
 (Convictions will not necessarily disqualify an applicant for employment.) ☐ Yes ☐ No

If yes, explain: _____

Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? ☐ Yes ☐ No

Can you perform these essential functions of the job with or without reasonable accommodation? ☐ Yes ☐ No

Qualifications

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

School Name/Other	Degree	Address / City / State
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Special Skills List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

References Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name Address/City/State Phone Relationship

1.

2.

3.

Work History Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1:

Start Date (mo/day/yr):

 End Date (mo/day/yr):

Company Name:

 Supervisor's Name:

Phone:

 City:

 State:

 Zip:

Duties:

Reason for Leaving:

May we contact your present employer? ☐ Yes ☐ No ☐ N/A

Job Title #2:

Start Date (mo/day/yr):

 End Date (mo/day/yr):

Company Name:

 Supervisor's Name:

Phone:

 City:

 State:

 Zip:

Duties:

Reason for Leaving:

May we contact your present employer? ☐ Yes ☐ No ☐ N/A

Job Title #3 _____

Start Date (mo/day/yr): _____ End Date (mo/day/yr): _____

Company Name: _____ Supervisor's Name: _____

Phone: _____ City: _____ State: _____ Zip: _____

Duties: _____

Reason for Leaving: _____

May we contact your present employer? ☐ Yes ☐ No ☐ N/A

Job Title #4 _____

Start Date (mo/day/yr): _____ End Date (mo/day/yr): _____

Company Name: _____ Supervisor's Name: _____

Phone: _____ City: _____ State: _____ Zip: _____

Duties: _____

Reason for Leaving: _____

May we contact your present employer? ☐ Yes ☐ No ☐ N/A

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature: _____ Date: _____