



Employment Application Form

This company is an Equal Employment Opportunity employer. We adhere to a policy of making employment decisions without regards to race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, genetic information, domestic or sexual violence victim status, familial status and/or any other class protected by law. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Applicant Information

Name _____			
_____	_____	_____	_____
Last	First	Middle	
Permanent Address _____			
_____	_____	_____	_____
	City	State	Zip Code
Telephone Number _____		Email Address _____	
Position applying for _____		Desired salary _____	

1. How were you referred to our Company?
 Agency Walk-in Website School Other _____
2. Employment Desired: Full-Time Part-Time Temporary/Seasonal
3. What hours are you available to work? _____
4. Are you 18 years of age or older? Yes No
5. Are you authorized to work in the US? Yes No
6. Have you ever applied at or worked at this company before?
 Yes No If yes, when? _____
7. **Driving Jobs Only:** Do you have a valid driver's license? Yes No
If yes, Class of License _____

8. Have you ever been convicted of a felony? Yes No
If yes, provide details of 1) nature of crime, 2) date of conviction, and 3) state in which convicted.
 (Note that a “yes” answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will also be considered.)

Education				
School	Name and Location	Number of Years Attended	Major	Diploma or Degree Received
High School or GED				
College				
Graduate				
Vocational/ Technical				

List any relevant academic honors, awards, scholarships, professional organizations, volunteer activities, certificates, publications, licenses or any other information you consider significant and relevant to employment:

Course/Seminar	Organization	Content	Date(s) Attended

Employment History – List your work experience beginning with the most recent job

Company _____ From _____ To _____

Address _____

City

State

Zip Code

Employer's Phone Number: _____ Position Title: _____

Supervisor's Name _____ Ending Salary: _____

Describe Duties/Responsibilities: _____

Reason for leaving: _____

Is this your current employer?

Yes

No

May we contact this employer?

Yes

No

Company _____ From _____ To _____

Address _____

City

State

Zip Code

Employer's Phone Number: _____ Position Title: _____

Supervisor's Name _____ Ending Salary: _____

Describe Duties/Responsibilities: _____

Reason for leaving: _____

Company _____ From _____ To _____

Address _____

City

State

Zip Code

Employer's Phone Number: _____ Position Title: _____

Supervisor's Name _____ Ending Salary: _____

Describe Duties/Responsibilities: _____

Reason for leaving: _____

Business References

Name/Business Relationship	Phone Number

Military Service

Branch of Service _____

Date Entered _____

Date Discharged _____

Nature of duties, special skills, training, etc.

Please Read Carefully Before Signing This Form

All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentation or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am selected/hired.

I authorize this company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me.

Regardless of whether or not I become selected/hired by this company, I recognize that this application is not and should not be considered a contract of employment for any definite period of time. If employed, I understand that I have been hired "at-will" of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

Signature of Applicant: _____

Date: _____