

# APPLICATION FOR EMPLOYMENT

General Instructions:

- Complete ALL parts of this application, even if a resume is submitted.
- Incomplete applications will not be considered.

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Name (First, Middle, Last): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Availability to Work (check one):

Full Time     Part Time     Evenings     Weekends

Are you at least 18 years old?     Yes     No

Are you prohibited from lawfully becoming employed in this Country because of Visa or Immigration Status?     Yes     No

Have you ever been convicted of a felony?     Yes     No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**Employment History** (begin with most recent employment):

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Starting title/position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ (indicate annual or hourly)

Ending (current) title/position: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ (indicate annual or hourly)

Last Supervisor name and title: \_\_\_\_\_

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

Job duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Starting title/position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ (indicate annual or hourly)

Ending (current) title/position: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ (indicate annual or hourly)

Last Supervisor name and title: \_\_\_\_\_

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

Job duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Skills/Certifications/Aptitudes**

List any skills, certifications, trades, etc. that would assist you in performing the job that you are now applying for (for example, typing/wpm, computer aptitudes, languages, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Education:**

High School Attended: \_\_\_\_\_

Graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No Course of Study: \_\_\_\_\_

College (undergraduate) Attended: \_\_\_\_\_

Graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No Course of Study: \_\_\_\_\_

Degree earned: \_\_\_\_\_

College (undergraduate) Attended: \_\_\_\_\_

Graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No Course of Study: \_\_\_\_\_

Degree earned: \_\_\_\_\_

College (Graduate/Professional) Attended: \_\_\_\_\_

Graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No Course of Study: \_\_\_\_\_

Degree earned: \_\_\_\_\_

Additional education/training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other interests:**

\_\_\_\_\_

\_\_\_\_\_

**References**

Provide the names and telephone numbers of three (3) references of persons not related to you and indicate if personal or professional/business.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ How known: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ How known: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ How known: \_\_\_\_\_

**CERTIFICATION:**

I certify that the information provided above is true and complete, to the best of my knowledge. I realize that any misrepresentations in the information so provided (whether intentional or unintentional) may result, if hired, in my immediate dismissal.

I authorize the above company to check all references from current and previous employers and any person listed as a reference on this application that may be relevant to my employment or my ability to perform the job for which I applied. I authorize the company to verify any of the information furnished in this application including, but not limited to, criminal history and driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background that may be relevant to evaluation of this application and I hereby release any such persons, schools, companies and law enforcement authorities from any liability for damages whatsoever for issuing this information to this company and/or its agents.

I hereby acknowledge and agree that if employed by company, such employment relationship is at-will; that is, I would be free to resign from the company whenever I wish, and the Company is not restricted from terminating any employee at any time for any or no reason.

I further understand that my employment with the company would not be for any specific fixed period or term. At no time shall any oral statement by the management of the company be construed as giving rise to or creating a contract of employment between the Company and me or any other employee, or otherwise alter or modify the at-will nature of the employment relationship.

I understand that the company prohibits the use and possession of controlled substances and/or alcohol on its premises. As required by the company's policies, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

\_\_\_\_\_  
Applicant's Signature

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

The Company is an equal opportunity employer of all qualified persons. The Company does not discriminate on the basis of race, color, national origin, gender, handicap or disability, or age in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age discrimination Act of 1975 (pertaining to age). This non-discriminating policy covers hiring and employment at the Company.