

# Employment Application

**Please print.** You must fully and accurately complete this application. Incomplete application will not be considered.

Position(s) applying for: \_\_\_\_\_ Date of application \_\_\_\_\_

Have you filled an application here before?  Yes  No If yes, give date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
                     Last                                      First                                      Middle

Address \_\_\_\_\_  
                     Street                                      City                                      State                                      Zip

Are you 16 or older?  Yes  No Are you 18 or older?  Yes  No Are you legally eligible for employment in this country (A U.S. citizen or alien authorized to work in the U.S.)?  Yes  No

If necessary, best time to call you at home is: \_\_\_\_\_

Date available for work \_\_\_\_\_ Wage required \_\_\_\_\_

Type of employment desired

Full-time                      Number of hours desired per week: \_\_\_\_\_  
 Part-time  
 Temporary/On Call                      \_\_\_\_\_

Check the days you would be available to work, and specify the times you would be available to work each day:

Monday \_\_\_\_\_  Friday \_\_\_\_\_  
 Tuesday \_\_\_\_\_  Saturday \_\_\_\_\_  
 Wednesday \_\_\_\_\_  Sunday \_\_\_\_\_  
 Thursday \_\_\_\_\_

Do you have any commitments to another employer that might affect you employment with us?  Yes  No

## General Information

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations?  Yes  No

If yes, describe in full: \_\_\_\_\_

Have you ever been employed by this company before?  Yes  No If yes, give dates employed: \_\_\_\_\_

Are any of your relatives employed by this company?  Yes  No If yes, please list name(s), relationship and location:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Location \_\_\_\_\_  
 \_\_\_\_\_

## Educational History

School	No. Years completed	Name and Location of School	Major Course of Study	Average Grades	Did you Graduate?
High School					Yes / No
College or University					Yes / No
Other					Yes / No

What school activities and organizations including athletics did you participate in? (Please do not list those activities which would reflect race, color, religion, sex, national origin, disability or ancestry.) \_\_\_\_\_

What scholastic honors did you receive? \_\_\_\_\_

## U.S. Military Service

Branch of Service: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Describe any special training \_\_\_\_\_

## Work History

Give present or most recent position first

Information must be complete and accurate

Firm	Period	Position Held & Major Duties	Immediate Supervisor & Title	Reason for leaving
Name	From			
Street Address	To			
City & State	Wkly or Hrly* Rate of Pay			
Type of business                      Phone				
Name	From			
Street Address	To			
City & State	Wkly or Hrly* Rate of Pay			
Type of business                      Phone				
Name	From			
Street Address	To			
City & State	Wkly or Hrly* Rate of Pay			
Type of business                      Phone				
Name	From			
Street Address	To			
City & State	Wkly or Hrly* Rate of Pay			
Type of business                      Phone				

\* Applicant need not answer. Failure to do so will have no bearing on consideration for employment.

Have you ever been disciplined for absenteeism or tardiness?  Yes  No

Do we have permission to check all information?  Yes  No      Can we contact your current employer?  Yes  No

What other special qualifications do you have not listed above? \_\_\_\_\_

List outside activities (Please do not list those activities which would reflect race, color, religion, sex, national origin, disability or ancestry.)

\_\_\_\_\_

Briefly stat why you would like to work with our company: \_\_\_\_\_

We are an equal employment opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, age, sex, religion, height, weight, marital status, or disability.

I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this.

I understand that the company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named herein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

All of the information on this application and made in conjunction with this application is correct and true to the best of my knowledge. I understand that any false or misleading statement made by me in connection with this application or the failure to disclose any material information will be grounds for immediate dismissal.

In consideration of my employment, I agree to conform to the rules and regulations of this company, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. I understand that no manager or representative of this company, other than the president/owner of the company, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signed \_\_\_\_\_ Date \_\_\_\_\_

This employment application will become inactive after 90 days. If you wish to be considered after that time, you must complete a new application. However, your application will be kept on file for 12 months.