

We Are an Equal Opportunity Employer

Please Print

Position Applied For:	Date of Application
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How did you learn about us?

- Advertisement Friend Walk-in
 Employment Agency Relative Other _____

Last Name:	First Name:	Middle Name:	Social Security #:
Current Address:	City:	State:	Zip:

Telephone # () _____ Best time to reach: _____ Answering Machine Y N

Mobile/Beeper/Other Phone: () _____ Best time to reach: _____

E-mail _____ May we contact you at work? Y N

If yes, work number and best time to call _____ a.m. or p.m.

If you are under 18 years of age, can you provide required proof of you eligibility to work? Y N

Have you ever filed an application with us before?

If yes, give dates _____ Position applied for: _____

Have you been employed with us before Y N Give dates and position: _____

Are you legally eligible for employment in this country? Y N

Are you currently employed? Y N

May we contact your current employer? Y N

Date Available for work ____/____/____

Are you available to work: Full-time Part-time Shift Work Temporary Y N

Are you available to work overtime if required? Y N

Comments: _____

Are you currently on "lay-off" status and subject to recall? Y N

Can you travel if job requires it? Y N

Driver's license number if driving is an essential job function: # _____ State _____

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comment section below

Employer:	Telephone # ()	Dates Employed From: To:	Summarize the Type of Work Performed and Job Responsibilities
Address:			
Starting Job Title/Final Job Title			
Immediate Supervisor and Title:	Starting Hourly Rate/Salary: \$ Per		
Reason For Leaving	Ending Hourly Rate/Salary \$ Per		
May We Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

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Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying

Please circle the highest grade you completed in school: 7 8 9 10 11 12 13 14 15 16+

School Name	City/State	# of Years Completed	Degree
High School:			
College:			
Other:			
Other:			

List name and phone number of three references who are not related to you and are not previous employers. You may list co-workers, school or personal references who are not related to you.

Name	Relationship	Phone # and Time to Reach	# of Years Known

Certification and release: I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents including consumer reporting bureaus to verify any of this information including, but not limited to criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever to issuing this information. I authorize any and all employers, including my current employer, to release any information concerning my job performance and work record including attendance, disciplinary and performance records, to the company, and hereby release any and all employers, including my current employer, from any liability for any damage whatsoever for releasing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand the company is not obligated to provide, or am I obligated to accept employment. Nothing in this application, or in any prior or subsequent or oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment either express or implied. This application does not bind either party for a specific period of time regarding employment. If hired, nothing in this application shall restrict my right as an employee or the right of the company as an employer to terminate my employment at any time for any reason.

Applications will be considered active for a period not to exceed six months from date of application.

Signed _____

Dated _____