



# APPLICATION FOR EMPLOYMENT

## APPLICANT INFORMATION

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Mobile  Home Email: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Salary Requirements: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever been employed with us before?  Yes  No Give dates and position: \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No Are you currently employed:  Yes  No

Have you ever pleaded guilty, no contest or been convicted of a crime?  Yes  No If yes details: \_\_\_\_\_

Are you available to work:  Full-time  Part-time  Seasonal Are you eligible for WOTC:  Yes  No

Can you travel if job requires it?  Yes  No Driver's license number (if applicable to position): \_\_\_\_\_ State: \_\_\_\_\_

## EMPLOYMENT HISTORY

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Per: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ Per: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer for reference:  Yes  No

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Per: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ Per: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer for reference:  Yes  No

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Per: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ Per: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer for reference:  Yes  No

### SKILLS AND QUALIFICATIONS

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

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

### EDUCATION

High School Name: \_\_\_\_\_ City/State: \_\_\_\_\_ Degree:  Yes  No

College: \_\_\_\_\_ City/State: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Degree:  Yes  No

Other: \_\_\_\_\_

Other: \_\_\_\_\_

### REFERENCES

Please list 3 references who are not related to you and are not previous employers.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

CERTIFICATION AND RELEASE: I certify that I have read and understood 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 authorized 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, school, companies and law enforcement authorities to release any information concerning my background and hereby release any said 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 I 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, nor 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 or no reason.

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