

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applications be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for:					
Today's Date:		When could you start work?			
What kind of employment are you seeking ?		Full-time	Part-time	Temporary	
Last Name		First Name	M.I.		Phone
Present Street Address		City	ST		Zip
Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.)			Yes	No	
If hired, can you furnish proof you are eligible to work in the U.S.?			Yes	No	Social Security Number (Optional)
Have you ever applied here before?			Yes	No	If yes, when?
Were you ever employed here?			Yes	No	If yes, when?
Have you ever been convicted of any law violation? Include any plea of "guilty" or "no contest." Exclude minor traffic violations			Yes	No	
If yes, give details (A conviction will not necessarily disqualify an applicant for employment.)					
If employed, do you expect to be engaged in any additional business or employment outside of our job?			Yes	No	
If yes, give details					
For Driving Jobs Only: Do you have a valid driver's license?			Yes	No	
Driver's License Number			Class of License	State Licensed In	
Have you had your driver's license suspended or revoked in the last 3 years?			Yes	No	
If yes, give details					
List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)					

LIST NAME AND ADDRESS OF SCHOOLS

	Name	Address	Number of Years Completed	Diploma/ Degree/ Certificate	Subjects Studied
High School or GED					
College or University					
Vocational or Technical					

What skills or additional training do you have that relate to the job for which you are applying?

What machines or equipment can you operate that relate to the job for which you are applying?

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

Name of Employer		Job Title and Duties		
Address		Dates of Employment (MO/YR)	From:	To:
City, State, Zip Code		Pay:	Start \$	Final \$
Supervisor(s)	Telephone	Reason for Leaving		
Name of Employer		Job Title and Duties		
Address		Dates of Employment (MO/YR)	From:	To:
City, State, Zip Code		Pay:	Start \$	Final \$
Supervisor(s)	Telephone	Reason for Leaving		
Name of Employer		Job Title and Duties		
Address		Dates of Employment (MO/YR)	From:	To:
City, State, Zip Code		Pay:	Start \$	Final \$
Supervisor(s)	Telephone	Reason for Leaving		

Have you worked or attended school under any other names?	Yes	No	
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If yes, give names

Are you presently employed?	Yes	No	
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If yes, whom do you suggest we contact?

Have you ever been fired from a job or asked to resign?	Yes	No	
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If yes, please explain:

Give three references, not relatives or former employers

Name	Address	Phone

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consents to a pre- and / or post-employment drug screen as a condition of employment if required.

I understand that if I am extended an offer of employment, it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE, IF EMPLOYED. I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature, consent to these statements.

Signature: _____

Date: _____