

# APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer

## PLEASE PRINT IN INK

Last Name	First	Middle	Date
Street Address			Social Security Number
City, State, Zip Code			How long at this address?
Prior address if lived at above address less than on year (street, city, zip code)			Email address
Current Telephone ( )			Alternate Telephone ( )

### POSITION SOUGHT:

Position(s) Desired: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Wage or Salary Expected: \_\_\_\_\_ When can you start? \_\_\_\_\_

Are you willing to work overtime as required?  Yes  No Are you on lay-off or subject to recall?  Yes  No

How did you learn of this opening?

- Advertisement                       Internet                       Professional Organization  
 Walk-in                                       Relative                       Employee \_\_\_\_\_

Name of Source (if applicable) \_\_\_\_\_

Have you filled out an application here before?  Yes  No Have you ever been employed here before?  Yes  No

If yes, give dates and reason for leaving: \_\_\_\_\_

Do you have any relatives employed here?  Yes  No If yes, list name(s) \_\_\_\_\_

### QUALIFICATIONS:

Are you legally eligible for employment in the U.S.A? (Proof will be required upon hire)  Yes  No

Are you able to perform the essential functions of the position(s) applied for?  Yes  No

Describe/explain work limitations: \_\_\_\_\_

(Note: You are not required to answer this question until you have received an explanation of the essential duties)

Have you ever been convicted or plead guilty to a felony or misdemeanor other than a minor traffic violation?  Yes  No

(Conviction or plead will not necessarily disqualify applicant from employment. You need not disclose sealed or expunged records of conviction or arrests).

If Yes, please explain: \_\_\_\_\_

Education	Name of School, City & State	Circle Number of Years Completed	Course Pursued Degrees Granted
High School		1    2    3    4	
College/University		1    2    3    4	
Other Training/Education			
License/Certification Type	License/Certification No.	State	Expiration Date

Have you served in the U.S. Armed Forces?  Yes  No Dates of duty: From mo./yr. \_\_\_\_\_ to mo./yr. \_\_\_\_\_

Branch: \_\_\_\_\_ Skills acquired: \_\_\_\_\_

<b>Employer</b>	Employment Date:	Type of Work Performed:
Street:	From:	
City, State, Zip Code	To:	
Telephone:	Salary/Hourly Rate	Reason for Leaving:
Job Title:	Starting:	
Immediate Supervisor:	Ending:	

<b>Employer</b>	Employment Date:	Type of Work Performed:
Street:	From:	
City, State, Zip Code	To:	
Telephone:	Salary/Hourly Rate	Reason for Leaving:
Job Title:	Starting:	
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Street:	From:	
City, State, Zip Code	To:	
Telephone:	Salary/Hourly Rate	Reason for Leaving:
Job Title:	Starting:	
Immediate Supervisor:	Ending:	

May we contact your present employer?     Yes     No

**APPLICANT'S CERTIFICATION & AGREEMENTS**

I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information, no matter when discovered, could lead to disciplinary action up to and including termination of employment.

I understand that this application is not, and is not intended to be, a contract for employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time, with or without notice, and for any reason by the Company or by me. I further understand no representative of the Company, other than an officer has the authority to enter into an agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding on the Company.

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

\_\_\_\_\_  
Date

**NOTICE OF INTENT TO OBTAIN AND CONSENT TO REQUEST A CONSUMER REPORT**

As part of our procedure for processing your employment application, a consumer, and/or background report may be obtained for employment purposes. This report may include information as to your references, character, past employment, work habits, education, general reputation, personal characteristics, mode of living, judgments, liens and criminal background, whichever may be applicable. This information may be acquired by contacting, either directly or indirectly, former employers, educational institutions, financial institutions, landlords, public agencies, and through personal interviews with your neighbors, friends, associates and acquaintances and/or other persons who may have such knowledge. You have the right to make a written report within a reasonable period of time to us for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

I, \_\_\_\_\_, understand that the Company, may contact and enlist the services of a consumer reporting agency as part of my employment application process and/or as part of my employment relationship. I have read and understand this notice.

I hereby consent to this and any future investigative/consumer report for employment purposes and authorized the Company to obtain a consumer report, including the above background information, from a consumer reporting agency. I authorize all parties contacted by the consumer report agency performing such investigation to release the requested information. I fully release all parties from any liability for the collection and reporting of information in connection with such investigation. I further consent to allow a photocopy of this form to be as valid as the original.

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

\_\_\_\_\_  
Date

**NOTICE TO APPLICANTS AND EMPLOYEES**

Screening tests for alcohol and illegal drugs use may be required as a condition of hiring and during your employment here



Empty rectangular box for additional information or signature.