

EMPLOYMENT APPLICATION

Personal Information

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

Position(s) applying for: _____ Date of application _____

Name: _____ Phone: (____) _____

Address: _____

Are you 16 or older?: Yes No Are you 18 or older?: Yes No

List outside activities (please do not list activities that would reflect race, color, religion, sex, national origin, disability or ancestry) _____

Have you ever worked for 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

Name: _____ Relationship: _____

Name: _____ Relationship: _____

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

If yes, describe in full: _____

(The existence of a criminal record will not automatically disqualify you from the job you applied for.)

Wage expected: _____ per hour If necessary, when would be the best time to call you at home? _____

Work Availability

Type of employment desired: Full-time Part-time Date available for work: _____

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

Are you legally eligible for employment in this country Yes No

(a US citizen or alien authorized to work in the United States)?

To help us consider a job that matches your availability, please specify the days and the time each day you would be available to work:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____ Sunday _____

Educational History

Circle last grade completed in high school: 8 or less 9 10 11 12 GED Average grades? _____

Name and location of school: _____

Circle last year of college, tech or business school: 1 2 3 4 Did you graduate? Yes No

Your average grades? _____ Your major course of study: _____

Name and location of school: _____

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?: _____

US Military History

Branch of service: _____ From _____ to _____

Describe any special training: _____

Work History

GIVE PRESENT OR MOST RECENT POSITION FIRST. Information must be complete and accurate.

Can we contact your current employer? Yes No

• Company Name: _____ Address: _____
Phone #: (____) _____ Supervisor's Name & Title: _____
Employment dates: From _____ To _____ Rate of pay* _____ Position Held: _____
Major responsibilities: _____
Reason for leaving: _____

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Employment dates: From _____ To _____ Rate of pay* _____ Position Held: _____
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Reason for leaving: _____

• Company Name: _____ Address: _____
Phone #: (____) _____ Supervisor's Name & Title: _____
Employment dates: From _____ To _____ Rate of pay* _____ Position Held: _____
Major responsibilities: _____
Reason for leaving: _____

*Applicant need not answer rate of pay

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

What other special qualifications do you have not listed above? _____

Briefly state why you would like to work with our company: _____

IMPORTANT, PLEASE READ CAREFULLY

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, national origin, height, weight, marital status or disability.

I understand that to be employed I must be lawfully authorized to work in the United States and able to show the employer documents to 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 name therein, 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. I authorize the company to secure records regarding my criminal conviction history from the appropriate law enforcement agencies.

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 arrangement contrary to the foregoing.

Signature: _____ Date: _____

Applications become inactive after 90 days. If you wish to be considered after that time, you must complete a new application.