

Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Personal Information:

Date: _____

Name (last, first, M.I.) _____
Previous Name(s) _____
Street Address _____
City _____ State _____ ZIP _____
Home Phone _____ Cell Phone _____
Social Security # _____ Driver's Lic. # _____
E-mail _____ Are you employed now? Yes No
Have you ever applied to this company before? Yes No
If you are under 18 years of age, can you provide a work permit? Yes No
If no, please explain _____

Employment Desired:

Position(s) applied for _____
How did you hear of this opening? _____
When can you start? _____ Desired Wage \$ _____
Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You will be required to provide documentation if hired.) Yes No
Are you looking for full-time employment? Yes No
If no, how many hours are you available to work per week? _____
Are you willing to work days? Yes No
Are you willing to work nights? Yes No
Are you willing to work weekends? Yes No
Are you willing to work holidays? Yes No
Have you ever plead guilty, no contest or been convicted of a crime? (Answering yes, to this question does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.) Yes No
If yes, please describe conditions. _____

Education:

School Name, Location, Major/Degree, Did you graduate?
High School _____
College _____
Post-College _____
Other Training _____
In addition to your work history, are there other skills, qualifications, or experience that we should consider? _____

Employment History (Start with most recent employer):

Company Name _____
Address _____ Telephone _____
Date Started _____ Starting Wage _____ Starting Position _____
Date Ended _____ Ending Wage _____ Ending Position _____
Name of Supervisor _____ May we contact? Yes No
Responsibilities _____

Reason for leaving _____

Company Name _____
Address _____ Telephone _____
Date Started _____ Starting Wage _____ Starting Position _____
Date Ended _____ Ending Wage _____ Ending Position _____
Name of Supervisor _____ May we contact? Yes No
Responsibilities _____

Reason for leaving _____

Company Name _____
Address _____ Telephone _____
Date Started _____ Starting Wage _____ Starting Position _____
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Name of Supervisor _____ May we contact? Yes No
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Reason for leaving _____

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Date Started _____ Starting Wage _____ Starting Position _____
Date Ended _____ Ending Wage _____ Ending Position _____
Name of Supervisor _____ May we contact? Yes No
Responsibilities _____

Reason for leaving _____

References (give names of three persons not related to you, whom you have known at least one year):

Name _____	Address _____
Phone _____	Business _____
Years Known _____	
Name _____	Address _____
Phone _____	Business _____
Years Known _____	
Name _____	Address _____
Phone _____	Business _____
Years Known _____	

Attach additional information if necessary.

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquires in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature _____ Date _____

Do Not Write Below this Line

Remarks:
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Neatness	Character		
Personality	Ability		
Hired	Position	Will Report	Wage
Interviewed by _____			