

# Application for Employment



**PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE**

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

Home Telephone ( ) \_\_\_\_\_ Cellular /Other # ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

On what date would you be available for work ? \_\_\_\_\_

How were you referred to our Company? \_\_\_\_\_

Have you ever been employed with our company before?  Yes  No If yes, please give date(s) and position(s): \_\_\_\_\_

If you are under the age of 18, can you provide a work permit if required?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No (If yes, proof is required if hired)

This question below is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law.

Are you able to perform the "essential functions" of the job for which you are applying, with or without, reasonable accommodation?  Yes  No  Need more information about the job's "essential functions" to respond.

Will you travel, if required?  Yes  No

Will you work overtime, if required?  Yes  No

Are you able to meet the attendance requirements of the position?  Yes  No  N/A

Have you entered into an agreement with any former employer or other party (such as non-competition agreement) that might, in any way, restrict your ability to work for our Company?  Yes  No If yes, please explain: \_\_\_\_\_

Note: Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account in determining eligibility for employment.

Have you ever pleaded "guilty", "no contest" to, or been convicted of a crime?  Yes  No If yes, please provide date(s) and details: \_\_\_\_\_

## Employment Experience

Please list your work experience for the past five (5) years beginning with your most recent job held. If you were self-employed, give name of company. If necessary, please attach additional pages.

Employer \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Hourly rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_

Job Title or work performed \_\_\_\_\_

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

What did you like most about your position? \_\_\_\_\_

What did you like least about the position? \_\_\_\_\_

**Employment Experience (continued)**

**Employer**

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Hourly rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_

Job Title or work performed \_\_\_\_\_

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

What did you like most about your position? \_\_\_\_\_

What did you like least about the position? \_\_\_\_\_

**Employer**

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Hourly rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_

Job Title or work performed \_\_\_\_\_

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

What did you like most about your position? \_\_\_\_\_

What did you like least about the position? \_\_\_\_\_

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

**Education**

**High School:** \_\_\_\_\_ Location \_\_\_\_\_  
Did you graduate?  Yes  No

**College:** \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate?  Yes  No Degree or Diploma \_\_\_\_\_

**Graduate School:** \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate?  Yes  No Degree or Diploma \_\_\_\_\_

**Vocational Training/Other:** \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate?  Yes  No Degree or Diploma \_\_\_\_\_

**Continuing Education Courses:**

**Special Training or Skill** that would be of benefit in the job in which you are applying, i.e. languages, machine operations, etc.

Have you ever been fired or asked to resign from a job?  Yes  No

If yes, please explain:

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May we contact your present employer? \_\_\_\_\_  Yes  No

Did you complete this application yourself \_\_\_\_\_  Yes  No

### References

List names and telephone numbers of three (3) business/work references who are not related to you and are not previous supervisors. If not applicable, list three (3) school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Email	Years Known

### Applicant Statement

Please read carefully before signing.

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Company's policies and procedures, and I understand that these policies and procedures and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Company's option.

I also understand and agree that the terms and conditions of employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no Company representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal or professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employers, its agents, employees or representatives for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and complete a new application.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States as required by federal immigration laws.

This Company does not tolerate unlawful discrimination based on sex, race, color, religion, national origin, citizenship,, age, disability or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_