



Date _____ 20____

APPLICATION FOR EMPLOYMENT

We sincerely appreciate your interest in seeking employment with us. The questions asked on this application are designed to give us a clear understanding of your background and work experience.
(PLEASE PRINT PLAINLY)

PLACEMENT

Type of position you are seeking? _____

Starting salary you are seeking? \$ _____ per _____. When could you begin employment? _____

What type of employment are you applying for? (1) temporary – part-time (2) temporary – full-time
 (3) regular – part-time (4) regular – full-time What position are you applying for? _____

Work time availability:

Mon _____ Tues _____ Wed _____ Thurs _____
Fri _____ Sat _____

Are you currently a student? _____ If yes, where? _____

Are you now or do you expect to be engaged in any other business or employment? _____ If yes, please explain _____

WE DO NOT DISCRIMINATE IN HIRING OR EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY OR ANY OTHER FACTOR PROHIBITED BY LAW OR REGULATION. NO QUESTION ON THIS APPLICATION IS INTENDED TO SECURE INFORMATION TO BE USED FOR SUCH DISCRIMINATION. IT IS OUR INTENTION THAT ALL QUALIFIED APPLICANTS BE GIVEN EQUAL OPPORTUNITY AND THAT SELECTION DECISIONS BE BASED ON JOB-RELATED FACTORS.

Full Name _____ Social Security Number (Optional) _____

Address, City, State, Zip _____

Phone Number _____ When is the best time to contact you? _____

Is there another phone number at which you may be reached? _____

How were you referred to us? _____

Is there anything in your medical history that may interfere in any way with your ability to perform the work for which you have applied?

Yes No If yes, please provide details. _____

Are you at least 18 years of age? _____ If you are less than 18, list your age _____

Have you ever applied here before? _____ If yes, when? _____

Were you ever employed here? _____ If yes, when? _____

GENERAL INFORMATION

Please describe the skills and aptitudes that you feel qualify you for a position with us. (You may wish to include activities and positions held in civic, community and school organizations, professional societies, special training and skills which are pertinent to this position. You are not required to list any activities which may disclose your race, color, religion or national origin.)

Have you ever been convicted of any law violation? (excluding minor traffic offenses)? Yes No If yes, please describe in full.

(A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying is also considered.)

If hired, can you furnish proof you are eligible to work in the U.S.? _____

REFERENCES

Please list persons whom we may contact who know your qualifications.

Name	Address	Telephone	Occupation

AFFIDAVIT

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 understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any and 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 consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand that it is the employers policy that every new employee (full and part time) is employed on a probation basis for the first 90 days. This is to give the company and new employee the opportunity to terminate the employment without notice and without reason, anytime within the first 90 days.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. 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 CAUSE AND WITH OR WITHOUT NOTICE.

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

Signature of Applicant _____ Date _____

EMPLOYMENT HISTORY

May we contact your present employer? Yes No May we contact you at your present employer? Yes No

Please list employment history in chronological order with most recent position first.

Present or last Employer _____ Name & Title of Supervisor _____

Address _____ Phone No. _____

Dates: From _____ To _____ Salary \$ _____ \$ _____
(month and year) (month and year) Beginning End

Starting Position _____ Ending Position _____

Reason for Leaving _____

Previous Employer _____ Name & Title of Supervisor _____

Address _____ Phone No. _____

Dates: From _____ To _____ Salary \$ _____ \$ _____
(month and year) (month and year) Beginning End

Starting Position _____ Ending Position _____

Reason for Leaving _____

Previous Employer _____ Name & Title of Supervisor _____

Address _____ Phone No. _____

Dates: From _____ To _____ Salary \$ _____ \$ _____
(month and year) (month and year) Beginning End

Starting Position _____ Ending Position _____

Reason for Leaving _____

MILITARY SERVICE

Branch of Service _____

Major Duties _____

Service Schools Attended _____

Date Entered _____ Reserve Status _____

Starting Rank _____ Separation Rank _____

EDUCATION

	Name and Address	Last Year Completed				Did you Graduate?	Major Course of Study and Degree Granted
		1	2	3	4		
High School		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

APPLICANT

Do not write on this page.

INTERVIEWED BY:

_____ Date: _____

_____ Date: _____

_____ Date: _____

COMMENTS:

Regular Full-time Part-time Employment Approved by _____

Temporary Full-time Part-time

Starting date _____ Department _____

Starting Salary \$ _____ per _____

Job Title _____ Salary Range \$ _____ to _____

In case of emergency please notify

Name _____

Address _____