



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job applied for: _____ Today's Date: _____

Are you seeking: Full-time Part-time Temporary employment? When could you start work? _____

Name: (first/ middle/ last) _____ Phone Number: _____

Address: _____

Are you 18 years of age or older? Yes No (If you are hired, you may be required to submit proof of age)

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No Social Security Number: _____

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation?Yes No (Include any plea of "guilty" or "no contest." Do not include any minor traffic violations.)

If yes, please give details: _____
(A conviction will not necessarily disqualify an applicant for employment)

If employed, do you expect to be engaged in any additional business or employment outside of our job?Yes No

If yes, please explain _____

For Driving Jobs ONLY: Do you have a valid driver's license? Yes No

Driver's License Number: _____ Class of License: _____ State Licensed In: _____

Have you had your driver's license suspended or revoked in the last 3 years?Yes No

If yes, give details: _____

List professional, trade, business or civic activities and offices held: (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status) _____

LIST NAME AND ADDRESS OF SCHOOLS ATTENDED:

Number of years completed Diploma/Degree/ Certification Subjects Studied

High School or GED: _____

College or University: _____

Vocational or Technical: _____

What skills or additional training do you have that relates to the job for which you are applying? _____

What machines or equipment can you operate that relates to the job for which you are applying? _____

Have you worked or attended school under any other name: Yes No

If yes, explain and give names: _____

List names of employers in consecutive order with current or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.
 Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER:		JOB TITLE AND DUTIES:	
ADDRESS:			
REASON FOR LEAVING:		DATES OF EMPLOYMENT: FROM TO:	
SUPERVISOR(S):	TELEPHONE:	PAY: START \$	FINAL \$
NAME OF EMPLOYER:		JOB TITLE AND DUTIES:	
ADDRESS:			
REASON FOR LEAVING:		DATES OF EMPLOYMENT: FROM TO:	
SUPERVISOR(S):	TELEPHONE:	PAY: START \$	FINAL \$
NAME OF EMPLOYER:		JOB TITLE AND DUTIES:	
ADDRESS:			
REASON FOR LEAVING:		DATES OF EMPLOYMENT: FROM TO:	
SUPERVISOR(S):	TELEPHONE:	PAY: START \$	FINAL \$
NAME OF EMPLOYER:		JOB TITLE AND DUTIES:	
ADDRESS:			
REASON FOR LEAVING:		DATES OF EMPLOYMENT: FROM TO:	
SUPERVISOR(S):	TELEPHONE:	PAY: START \$	FINAL \$

Are you presently employed? Yes¹ No¹
 If yes, please give name of contact person: _____
 Have you ever been fired from a job or asked to resign? Yes¹ No¹
 If yes, please explain: _____

Give 3 references (Not relatives or former employers):

<u>Name</u>	<u>Address:</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Emergency Contact Information:

Name: _____ **Address:** _____ **Phone # :** _____

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 authorize the investigation of any or 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 that 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 if I am extended an offer of employment it may be contingent upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEES EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. 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 REASON AND WITH OR WITHOUT NOTICE.

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

Signature: _____ **Date:** _____
 This application for employment will remain active for a limited time. Ask the organization's representative for details.