

# APPLICATION FOR EMPLOYMENT

Date     /    /      
(mo.) (day) (yr.)

*We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability or veteran status.*

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
(Last) (First) (Middle)

Present Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Permanent Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Phone Number: (    ) \_\_\_\_\_ Referred By: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ Date you can start:     /    /      
(mo.) (day) (yr.)

Full Time  Part Time  Specify Hours \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you employed now? Yes  No  If yes, may we inquire of your present employer? Yes  No

Ever applied to this company before? Yes  No  Where? \_\_\_\_\_ When? \_\_\_\_\_

Are you willing to work overtime? Yes  No

If driving is a requirement of the job for which you are applying, do you have a valid driver's license? Yes  No

If you are a minor, can you produce the work certificate to obtain employment? Yes  No

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Yes  No   
(Verification and completion of Form I-9 must be submitted no later than three business days after date of hire.)

Have you ever been convicted of a felony which is substantially related to the functions or qualifications of the position(s) for which you are applying? Note: This question does not apply to convictions which have been expunged or sealed. (A conviction record will not necessarily be a bar to employment.) Yes  No

If so, please describe fully the criminal conviction(s), listing the nature of the offense(s) and your rehabilitation since the conviction(s).

EDUCATIONAL BACKGROUND	NAME AND LOCATION OF SCHOOL	CHECK HIGHEST GRADE COMPLETED	MAJOR AREA OF STUDY
High School		<input type="checkbox"/> 9 <input type="checkbox"/> 12 <input type="checkbox"/> 10 <input type="checkbox"/> GED <input type="checkbox"/> 11	
College		<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4	
Trade, Business, or Graduate School			

Specialized technical skills (i.e., computer programming language, software, equipment operation, special tools or machines):

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**WORK EXPERIENCE**

*(Please list below your last four employers, starting with your present or last place of employment.)*

You may include any verifiable work performed on a volunteer basis, internship or military service.

Date (Mo./Yr.)	Name, Address and Phone # of Employer	Salary	Position	Name of Supervisor	Reason for Leaving
From To					
From To					
From To					
From To					

**REFERENCES**

Please give the names of three additional work-related references who we may call. Please do not list relatives. Individuals with no prior work experience may list school- or volunteer-related references

Name & Position	Company	Telephone Number
		( )
		( )
		( )

**APPLICANT'S STATEMENT**

**By signing this application, I understand that if hired by the company, I will be an employee at will. This means my employment with the company may be terminated at any time at the option of the company or me. I also understand that neither this application nor any communication by a management representative is intended to create or does not in fact create a contract of employment.**

**I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.**

**The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on my part of the facts in this application may result in immediate dismissal.**

**I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.**

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mo.) (day) (yr.)