

# Employment Application

We greatly appreciate your interest in our organization and assure you that applicants are considered for all positions without regard to race, color, sex, age, religion, national origin, disability, marital, or veteran status. Please note this application must be completed in its entirety and signed, in order to be considered for employment. Information submitted on this application is subject to verification. NOTE: All new hires are required to submit documentation in accordance with the Immigration Reform and Control Act of 1986.

## Personal Information

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Last First MI

Present Address: \_\_\_\_\_  
Street City State Zip

How long have you lived at this address? \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you at least 18 years of age? ☐ Yes ☐ No If No, please state your age: \_\_\_\_\_

Are you legally eligible for employment in the US? ☐ Yes ☐ No

## Employment Information

Position applying for: \_\_\_\_\_ Date available to start: \_\_\_\_\_

Referred by: \_\_\_\_\_

Type of employment desired: ☐ Full time ☐ Part time ☐ Temporary Wage Desired: \$ \_\_\_\_\_ per \_\_\_\_\_

Are you willing to work overtime, if required? ☐ Yes ☐ No

Are there any shifts or hours that you cannot work? ☐ Yes ☐ No If yes, please identify: \_\_\_\_\_

Are you able and willing to perform job related functions with or without reasonable accommodation? ☐ Yes ☐ No

Have you ever applied for a position with this Company before? ☐ Yes ☐ No

If yes, When? \_\_\_\_\_

Are you presently employed? ☐ Yes ☐ No If yes, may we contact your present employer? ☐ Yes ☐ No

In the event of an Emergency, Notify: \_\_\_\_\_

Name Address Telephone Relationship

## Education

Name & Location Years Completed Did you graduate? Degree earned (Major)

High School:		<input type="radio"/> Yes <input type="radio"/> No	
College:		<input type="radio"/> Yes <input type="radio"/> No	
Graduate School:		<input type="radio"/> Yes <input type="radio"/> No	
Trade, Business, or Correspondence School:		<input type="radio"/> Yes <input type="radio"/> No	

List any extracurricular activities, awards, scholarships, or clubs that you were involved in which might be related to the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Employment Experience

Please give accurate and complete full/part time employment record. Start with your present or most recent employer first.

Company Name:	Telephone:
Address:	Employed From: To:
Name of Supervisor:	Salary/Wages Start: Finish:
State job title and responsibilities:	Reason for separation:
Company Name:	Telephone:
Address:	Employed From: To:
Name of Supervisor:	Salary/Wages Start: Finish:
State job title and responsibilities:	Reason for separation:
Company Name:	Telephone:
Address:	Employed From: To:
Name of Supervisor:	Salary/Wages Start: Finish:
State job title and responsibilities:	Reason for separation:
Company Name:	Telephone:
Address:	Employed From: To:
Name of Supervisor:	Salary/Wages Start: Finish:
State job title and responsibilities:	Reason for separation:

Note that all the employers listed above will be contacted unless the applicant indicates differently.

Are there any employers above whom you do not wish for us to contact? ☐ Yes ☐ No

If yes, please indicate employer and reason: \_\_\_\_\_

## References

List below the names of three persons, not related to you, whom you have known for at least one year.

Name	Address & Phone	Business	Years Known

I hereby reaffirm that I have read the foregoing questions and that my answers to them are true and correct and that I have not misrepresented or withheld any information. I understand that falsification of this information may be cause for immediate dismissal. I further acknowledge that my employment may be terminated, and the company or I may withdraw any offer of employment without prior notice. I also understand that my employment is at will. This means I am free to terminate my employment at any time, for any reason, and the company retains the same right. I understand that any offer of employment may be contingent upon a credit and criminal background investigation and a pre-employment drug screen. I hereby authorize all references and former employers listed on my employment application to give the company any and all information concerning my previous employment and any pertinent information they might have, personal or otherwise. I hereby release all parties, including agents, from any claims, causes of action, or liability from damages that may or could result from furnishing such information to the company or as a result of information obtained through a background investigation or drug screen.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_