



**APPLICATION FOR EMPLOYMENT**

<b>PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE</b>	<b>PLEASE COMPLETE PAGES 1-4</b>	<b>DATE</b>																				
Name _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> <span>Middle</span> <span>Maiden</span> </div>																						
Present address _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Number</span> <span>Street</span> <span>City</span> <span>State</span> <span>Zip</span> </div>																						
How long _____ Social Security No. _____ - _____ - _____																						
Telephone (____) _____ (circle one home, office, cell) Alternate Telephone (____) _____																						
Position applied for (1) _____ \$ Per hour rate desired (2) _____ (Be specific)		Days / hours available to work No Pref _____ Thu _____ Mon _____ Fri _____ Tue _____ Sat _____ Wed _____ Sun _____																				
How many hours can you work weekly? _____ Can you work weekends? _____																						
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME																						
When available for work? _____																						
<table border="1" style="width:100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width:15%;">TYPE OF SCHOOL</th> <th style="width:25%;">NAME OF SCHOOL</th> <th style="width:25%;">LOCATION</th> <th style="width:20%;">NUMBER OF YEARS COMPLETED</th> <th style="width:15%;">MAJOR &amp; DEGREE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">High School</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">College</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">Bus. or Trade School</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE	High School					College					Bus. or Trade School						
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HAVE YOU EVER BEEN CONVICTED OF A CRIME? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____ _____																						
DO YOU HAVE A DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No What is your means of transportation to work? _____ Driver's license number _____ State of issue _____ <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/> Chauffeur Expiration date _____																						
Have you had any accidents during the past three years?		How many? _____																				
Have you had any moving violations during the past three years?		How Many? _____																				

## APPLICATION FOR EMPLOYMENT

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone ( ) _____	Telephone ( ) _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying or attach your resume.


### MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?       Yes     No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?       Yes     No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**      Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address City, State, Zip Code		From To	Start Final

Phone number \_\_\_\_\_ Your last job title \_\_\_\_\_

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.


Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

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May we contact your present employer?     Yes     No

Did you complete this application yourself     Yes     No

If not, who did? \_\_\_\_\_

**PLEASE READ CAREFULLY**  
**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by \_\_\_\_\_ (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of \_\_\_\_\_, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

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

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.