



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

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

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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 at end 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 employment for: **Full-time** ☐ **OR** **Part-time** ☐ When could you start work? _____

Last Name First Name Middle Name Telephone Number

Present Street Address City State Zip Code

Email 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, you will be required to furnish proof of your eligibility to work in the U.S. Yes ☐ No ☐

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?
Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.) Yes ☐ No ☐

If yes, 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, give details _____

For Driving Jobs Only. Do you have a valid driver's license? Yes ☐ No ☐

Driver's License Number _____ 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, genetic information or other protected status.)

EDUCATION

LIST NAME AND ADDRESS OF SCHOOLS

Number of
Years
Completed

Diploma/
Degree/
Certificate

Subjects
Studied

High School or GED: _____

College or University: _____

Vocational or Technical: _____

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

What equipment/software are you proficient with that relate to the job for which you are applying? _____

WORK HISTORY

List names of employers in consecutive order with present 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	DATES OF EMPLOYMENT: FROM (MO/YR) TO (MO/YR)		
CITY, STATE, ZIP CODE	PAY: START \$ FINAL \$		
SUPERVISOR(S)	TELEPHONE	Reason For Leaving	
NAME OF EMPLOYER	JOB TITLE AND DUTIES		
ADDRESS	DATES OF EMPLOYMENT: FROM (MO/YR) TO (MO/YR)		
CITY, STATE, ZIP CODE	PAY: START \$ FINAL \$		
SUPERVISOR(S)	TELEPHONE	Reason For Leaving	
NAME OF EMPLOYER	JOB TITLE AND DUTIES		
ADDRESS	DATES OF EMPLOYMENT: FROM (MO/YR) TO (MO/YR)		



CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
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CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving

REFERENCES

May we contact your present employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, whom do you suggest we contact? _____		
Have you ever been involuntarily terminated from a job or asked to resign?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain: _____		
Provide three professional references:		
Name	Email	Phone
1.		
2.		
3.		

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 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 conditioned 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 GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE CHIEF EXECUTIVE OFFICER 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 CHIEF EXECUTIVE OFFICER 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.