

**Application For Employment**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, military status, disability, sexual orientation, gender identity, or any other legally protected status.

**(Please print)** Date of Application \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_ Email address: \_\_\_\_\_

If employed, can you produce verification of your legal right to work in the United States? (Statement of such proof will be required after employment) Yes \_\_\_\_\_ No \_\_\_\_\_

On what date would you be able to start work? \_\_\_\_\_

Are you available to work - Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

|   |                              |                             |             |
|---|------------------------------|-----------------------------|-------------|
| Have you ever applied here before? .....  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | When? _____ |
| Have you ever been interviewed here? .....  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | When? _____ |
| Do you have any commitments or agreements with another employer, person or entity which might affect your employment here, i.e., noncompete or nondisclosure obligations, etc.?<br>..... Yes <input type="checkbox"/> No <input type="checkbox"/> |                              |                             |             |
| If yes, please explain _____  |                              |                             |             |

Where did you learn about the position you're applying for? \_\_\_\_\_

Have you ever been terminated or asked to resign from a job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain (include name of employer and date of termination):  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Record**

| Last High School      |               | 1                      | 2 | 3         | 4 |
|-----------------------|---------------|------------------------|---|-----------|---|
| Junior College        | Major / Field | No. of Years Completed |   | Degree(s) |   |
| College or University | Major / Field | No. of Years Completed |   | Degrees   |   |

## Employment Experience

Start with your present or last job and work backwards (include periods of self-employment). If you need additional space, please continue on a separate sheet of paper.

1. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Work Performed \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer: Yes  No  If no, why?

2. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Work Performed \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer: Yes  No  If no, why?

3. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Work Performed \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer: Yes  No  If no, why?

4. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Work Performed \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer: Yes  No  If no, why?

Special Skills & Qualifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### References

References (individuals willing to provide professional and/or character references, other than family and relatives).

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Known How Long? \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Known How Long? \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Known How Long? \_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that falsification, omission, or misrepresentation of any fact called for in this application or during the application process will result in immediate termination or removal of my application from consideration. I authorize Employer to obtain information about my experience from the employers and references listed in this application and I release those parties from any liability that might arise from supplying information in response to a request from Employer.

Initial \_\_\_\_\_

If I am employed by Employer, I agree to conform to the rules and regulations of Employer. I also agree and understand that wages, hours, and working conditions are subject to change by Employer, at any time with or without notice. I understand that, if hired, my employment with Employer would be "at will," which means that it can be terminated at any time, with or without reason or notice by Employer, or myself. I understand that only an owner of Employer has the authority to enter into any agreement other than for at-will employment, and then only in writing. I understand that this application is not a contract of employment (express or implied) with Employer.

Initial \_\_\_\_\_

I agree to submit to any post-offer, pre-employment testing or physicals, including drug screening, as required by Employer.

Initial \_\_\_\_\_

**An Equal Opportunity Employer**

I certify that I have read and I understand the foregoing. I also certify that, to the best of my knowledge, all of the information contained herein is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Please note that Employer considers applications for 60 days. If you wish to be considered after 60 days, please reapply.)

**An Equal Opportunity Employer**