

# Standard Application for Employment

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.*

**Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.**

“Employer”	Position applying for
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## PERSONAL DATA

Name (last, first, middle)

Street Address and/or Mailing Address

City

State

Zip

Home Telephone Number

Business Telephone Number

Cellular Telephone Number

Date you can start work

Salary Desired

Do you have a High School Diploma or GED?

Yes  No

## POSITION INFORMATION

Check all that you are willing to work

Hours: Full Time   
Part Time

Days   
Evenings

Swing   
Graveyard   
Weekends

Status: Regular   
Temporary

Are you authorized to work in the U.S. on an unrestricted basis?

Yes  No

Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.)

Yes  No

If yes, explain:

Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job?

Yes  No

Can you perform these essential functions of the job with or without reasonable accommodation?

Yes  No

## QUALIFICATIONS

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

## SPECIAL SKILLS

List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

## REFERENCES

Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

**WORK HISTORY** Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

<b>Job Title #1</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer?      Yes       No       N/A

<b>Job Title #2</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #3</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #4</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## MVR RELEASE CONSENT FORM

In conjunction with my potential employment at \_\_\_\_\_

("the company"), I \_\_\_\_\_ (applicant) consent to the  
(Print Legibly)

release of my Motor Vehicle Records (MVR) to the company. I understand the company will use these records to evaluate my suitability to fulfill driving duties that may be related to the position for which I am applying. I also consent to the review, evaluation, and other use of any MVR I may have provided to the company.

This consent is given in satisfaction of Public Law 18 USC 2721 et. Seq., "Federal Drivers Privacy Protection Act", and is intended to constitute "written consent" as required by this Act..

Signed (applicant) \_\_\_\_\_

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

Drivers' License Number: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth \_\_\_\_\_

## GENERAL BACKGROUND INQUIRY RELEASE FORM

In connection with my application for employment and/or legitimate need in court appearances, I understand that investigative background inquiries are to be made of myself. These inquiries may include, but are not limited to, consumer credit, criminal history, driving history and other reports

Further, I understand that you will be requesting information from various Federal State and other agencies which maintain records concerning my past activities relating to my driving, criminal, civil, credit and other activities.

I hereby consent and authorize without reservation, the release of said information to: \_\_\_\_\_ through their contracted information service providers, Southeastern Investigative Services, Inc. and Carolina Information Services, Inc.

I understand to aid in the proper identification of my files or records, the following information is required.

PLEASE PRINT CLEARLY

Full Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Current Address \_\_\_\_\_

City/State/ Zip \_\_\_\_\_

Drivers license Number \_\_\_\_\_ State \_\_\_\_\_

Date \_\_\_\_\_

Signature of applicant \_\_\_\_\_