



APPLICATION FOR EMPLOYMENT

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

Directions: Type or print in blue or black ink. Answer all questions which are applicable. Please do not state "See Resume."

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle _____

Address _____ City _____ State _____

Zip _____ Phone _____ Day Phone (If Different) _____

Email Address _____

EMPLOYMENT INFORMATION

Position Applying For: _____

1. How did you hear about us?

Advertisement Internet Friend/Relative Walk-In Employee Referral (Print Name of Employee) _____ Other _____

2. Have you ever filed an application with us before? Yes No

If yes, please give date: _____

3. Have you ever been employed with us before? Yes No

If yes, please give dates and position held: _____

4. If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No I am over 18

5. At the time of employment, are you able to submit verification of your legal right to work in the U.S.?

Yes No

(Verification and completion of the I-9 form must be submitted no later than three business days after date of hire)

6. Have you ever been suspended or asked to resign from any position? Yes No

If yes, please explain:

7. Do you have a current and valid driver's license? Yes No

(By signing this application you are authorizing us to send your information to our insurance carrier for them to complete an insurability check. If the position you are applying for requires driving, your employment and continued employment will be contingent on your ability to pass the initial insurability check and also your ability to maintain a current driver's license.)

8. Have you ever been convicted of a crime including a felony or misdemeanor that has not been expunged, sealed, pardoned or annulled? Yes No

If yes, please explain:

EDUCATION

Level of Education	Name & Location of School	Highest Grade Completed	Diploma/Degree Received	Course of Study or Major
Grammar School				
High School				
College				
Trade, Business, or Correspondence School				

EMPLOYMENT EXPERIENCE (List the most recent employment experience first)

Month & Year	Name & Address of Employer	Salary/Pay Rate	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

Which of these jobs did you like best? _____

What did you like most about that job? _____

REFERENCES (Provide the following information of three persons, not related to you, whom you have known at least one year)

Full Name	Address/City/State/Zip	Phone	Relationship

APPLICANT'S STATEMENT

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for dismissal. I authorize any investigation of all matters contained in this application for employment as may be necessary in arriving at an employment decision. I release all parties from any liability in connection with the provision and use of such information. I understand and agree that, if employed by this organization, I will abide by its rules and regulations, which I understand are subject to change. I further understand that this application is not a contract of employment and if hired by this organization, my employment is for no definite period of time and may be terminated by either party at any time.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE: _____

REMARKS: _____

HIRED: YES/NO POSITION: _____ DEPARTMENT: _____

SALARY/WAGE: _____ DATE REPORTING TO WORK: _____

APPROVED BY:

1. _____ Department Head

2. _____ General Manager