



Employment Application

Sunset Staffing, LLC is an equal opportunity employer. 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. If assistance is needed in completing this application, reasonable accommodation can be provided, please contact a company representative.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date of Birth: _____ Social Security No.: _____ Are you 18 years of age or older? _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a criminal offense (felony or misdemeanor)? YES NO

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case: _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)

Employment Position

Position Applying for: _____ Date Available to Start Working: _____

How did you hear about this position? _____

Do you have any friends, relatives, or acquaintances working for Sunset Staffing LLC? _____

If yes, state name & relationship: _____

What days are you available to work? _____

What shifts are you available to work? _____

If needed, are you available to work overtime? _____

Do you have reliable transportation to and from work? _____

Are you willing to consent to a mandatory controlled substance test? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Vocational School/Specialized Training: _____

Address: _____ From: _____ To: _____

Diploma/Degree/Certificate received: _____

(Note: Sunset Staffing, LLC complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Are you or have you ever been a member of the Armed Forces? _____ If yes, From: _____ To: _____

Branch: _____ Rank When Discharged? _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

The relationship between you and Sunset Staffing, LLC is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause/notice, by you or Sunset Staffing, LLC. No representative of Sunset Staffing, LLC has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Operations Manager or the Company's President.

Signature: _____ Date: _____

