



APPLICATION for EMPLOYMENT

Please Print

Position applied for _____ Date of application _____
Name _____ Social Security # _____ - _____ - _____
Address _____ Street City State Zip Code
Telephone# (____) _____ Cell # (____) _____ E-Mail Address _____
Referral Source (How did you hear about us?) _____

Have you ever been employed here before? ☐ yes ☐ no If yes, give dates and supervisors _____

Are you legally eligible for employment in this country? ☐ yes ☐ no

Date available for work ____/____/____ What is your desired salary range? \$ _____

Type of employment desired: ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal

EMPLOYMENT HISTORY

Employer: _____ Telephone # _____
Dates employed: Month _____ Year _____ to Month _____ Year _____
Street address _____ City _____ State _____
Starting Wage: _____ (hourly or salary?) Starting job title _____
Final job title: _____ Final Wage: _____ (hourly or salary?)
Immediate supervisor and title _____
May we contact for reference? ☐ yes ☐ no ☐ later
Why did you leave? _____
Summarize the type of work performed and job responsibilities: _____

These questions are for insurance purposes only:

Are you 25 years of age or older? ☐ yes ☐ no

Do you have a valid driver's license? ☐ yes ☐ no

Have you received a traffic violation in the last five years? ☐ yes ☐ no

Have you been charged with a DUI in the last five years? ☐ yes ☐ no

Driver's license number if driving may be required in position for which you are applying _____ State _____

Do you give permission for us to run a background check? ☐ yes ☐ no

Are you willing to take a drug screen? ☐ yes ☐ no *Random drug screens will be required for employment.*

Do you have reliable transportation to and from work? ☐ yes ☐ no

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ☐ yes ☐ no

Have you ever been convicted of a felony? ☐ yes ☐ no

If yes, please provide date(s) and details _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information:

School Name (include City, State)	Years Attended	Degree Obtained

REFERENCES

*List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three schools or personal references who are **not** related to you.*

Name	Title	Relationship to You	Telephone Number	Number of Years Known

APPLICANT STATEMENT

I certify that all information I have provided to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any-and-all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, I must complete a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____