

Employment Application



*Personal Information

Name: _____ Social Security No. _____

Permanent Address: _____

Phone No. _____ Referred by: _____

*Employment Desired

Position: _____ Date you can start: _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Ever applied to this company before? _____ Where: _____ When: _____

*Educational

	Name & Location of School	Years Attended	Did You Graduate	Subjects Studied
High School				
College				
Trade, business or correspondence school				

*General Information

Special Training: _____

Special Skills: _____

U.S. Military or Naval Service: _____ Rank: _____



***Former Employers** *(list below last four employers, starting with last one first)*

Date: Month & Year	Name of Employer	Position	Reason for Leaving

***Authorization**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be ground for dismissal.

I authorize investigation of all statements contained herein and the reference and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Acts (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.”

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date: _____

Signature: _____