

Application For Employment

Employer Name _____

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: _____

I. Personal Information

Name: Last First Middle

Present Address

Permanent Address (if different than above)

Social Security Number Telephone

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Position Applied For: _____

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

2. Do you have any relatives who are presently (or have formerly been) employed by this Company?

3. How were you referred to this Company? _____

4. Have you ever been convicted of a felony? Yes No If yes, please explain:

II. Educational History

	School Name/Location	Years Completed	Degree/Diploma
Elem./Jr. High			
High School			
College			
Tech. Training			
Other			

III. Employment Record Please include all employment for the last five years.
(List current/most recent employer first)

1. _____
Company Name Position Held

Address Dates Employed (From - To)

Manager/Supervisor Telephone Wage/Salary

Reason For Leaving

2. _____
Company Name Position Held

Address Dates Employed (From - To)

Manager/Supervisor Telephone Wage/Salary

Reason For Leaving

3. _____
 Company Name Position Held

_____ (From - To)
 Address Dates Employed

_____ Wage/Salary
 Manager/Supervisor Telephone

_____ Reason For Leaving

NOTE: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

_____ Reason
 (Employer's Name)

_____ Reason
 (Employer's Name)

IV. References Please do not include relatives or former employers.

1. _____ Years Known
 Name

_____ Telephone
 Address

_____ Occupation

2. _____ Years Known
 Name

_____ Telephone
 Address

_____ Occupation

3. _____ Years Known
 Name

_____ Telephone
 Address

_____ Occupation

V. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work? _____
2. Do you have any objection to working overtime? Yes No
3. Can you work overtime without prior notice? Yes No
4. Can you work on Saturday? Yes No
5. Can you work on Sunday? Yes No
6. Can you travel if required by this position? Yes No

VI. Salary / Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ _____ per _____

All employment and compensation with this Company is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either this Company or yourself, except as otherwise provided by law.

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 grounds for dismissal.

I authorize investigation of all statements contained herein and the references 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."

Signature

Date