

Employment Application

PERSONAL – FILL IN THE BLANKS

Please indicate the location where you are interested in working: _____

Name: Last _____ First _____ Middle _____

Address _____ Apt Number _____

City _____ State _____ Zip _____

Telephone _____ Cell _____

E-mail Address: _____

Are you legally eligible for employment in the US?

YES NO

Are you 18 or older? YES NO

If no, please provide age _____

Position applied for _____

Date available to begin work: _____

Do you have relatives who work for the company?

YES NO

If yes, please provide:

Name _____

Relationship _____

Location _____

Hours available to work:

DAY	MON	TUE	WED	THU	FRI	SAT	SUN
FROM:							
TO:							

Do you have a valid driver's license? YES NO

State: _____ Number: _____ Exp: _____

Restrictions on license: _____

Has your license ever been revoked or suspended?

YES NO

If yes, explain _____

Are you fluent in English? YES NO

Are you willing to work flexible hours including

weekends? YES NO

Do you plan to work at another job while in our employ?

YES NO

Are you interested in: Full Time Part Time

In case of emergency, person to notify (next of kin):

Name: _____

Address: _____

City/State/Zip: _____

Phone _____ Relationship _____

Have you ever been bonded? YES NO

Have you ever been refused a bond? YES NO

If yes, explain: _____

Have you ever been convicted of a crime? YES NO

(Criminal convictions will only be considered in relation to the job.)

If yes, explain: _____

Do you use or sell narcotics? YES NO

Are you willing to be tested for illegal drugs? YES NO

EDUCATION				REFERNCES – List three	
Circle last year completed	Graduated?		Name of School	Name:	Length of time know:
	Yes	No	Location		
Elementary				Address:	Telephone:
1 2 3 4				Comments:	
5 6 7 8					
High School				Name:	Length of time know:
9 10					
11 12				Address:	Telephone:
College				Comments:	
Other (Including professional licenses)				Name:	Length of time know:
				Address:	Telephone:
				Comments:	

MILITARY SERVICE

Have you ever served in the armed forces of the United States? YES NO

Branch of Service: _____ Date of Service: _____

Rank or Rating at discharge: _____ Honorable discharge? YES NO

WORK EXPERIENCE

(List most recent first)

Start	Employer and Address	Supervisor, Title, Phone	Ending Salary	Reason for leaving
End				
Position and Responsibilities				
Start	Employer and Address	Supervisor, Title, Phone	Ending Salary	Reason for leaving
End				
Position and Responsibilities				
Start	Employer and Address	Supervisor, Title, Phone	Ending Salary	Reason for leaving
End				
Position and Responsibilities				

MEDICAL

If injured on the job, will you accept the medical facilities recommended by your employer? YES NO

I authorize investigations of all statements contained in the application. I understand that any misrepresentation or omission of facts is cause for dismissal. I authorize my former schools, employers, and personal references to provide information from my records, including dates of attendance, degrees earned, dates of employment, salary earned, reason for leaving employment, and all other information they may have concerning my performance. I authorize investigation of my motor vehicle operating history and criminal background. I understand that an unsatisfactory report may result in denial or termination of employment. I also agree to observe and comply with company policies, rules and regulations and any violation may result in immediate termination. I release all parties providing information from any liability or claims for damages, including libel, slander, and invasion of privacy that may result from the disclosure of this information.

Public Law 91-508 requires that we advise you that a routine inquiry may be made which will provide applicable information concerning character, general reputation, education, previous employment, and criminal background. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.

Applicant's Signature: _____ **Date:** _____

It is our company policy not to discriminate against any employee or applicant for employment because of race, color, sex, age, disability, liability for service in the armed forces, or national origin. This policy includes but will not be limited to: EMPLOYMENT, DEMOTION, TRANSFER, RECRUITMENT, LAYOFF, TERMINATION, RATE OF PAY and SELECTION FOR TRAINING.