

Application for Employment



PERSONAL INFORMATION

PLEASE PRINT

Position Applied for: _____ **Date:** _____

Full Name: _____
Last Name First Name Middle Name

Address: _____
Street Address Apt/Suite

City State Zip Code

E-mail: _____ **Phone:** _____

How did you learn about us? Advertisement Emp. Agency Friend/Relative Walk-In

EMPLOYMENT ELIGIBILITY

Date Available: _____

Are you available to work? FULL-TIME PART-TIME TEMPORARY

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

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

Can you travel if a job requires it? YES NO

Are you a U.S. citizen? YES NO

***If no, are you allowed to work in the U.S.?** YES NO

Have you ever worked for us before? YES NO

***If yes, write the start and end dates:** _____

Have you ever been convicted of a felony? YES NO

***If yes, please explain:** _____



MILITARY SERVICE

Are you a veteran? YES NO Specialty: _____

Are you now a member of the National Guard? YES NO

EDUCATION

High School: _____ City/State: _____

Graduate? YES NO Date: _____

College: _____ City/State: _____

Graduate? YES NO Date: _____ Degree/Major: _____

Other Training/Certificates:

CURRENT / PREVIOUS EMPLOYMENT

Are you currently employed? YES NO

May we contact your current employer? YES NO

Current Employer: _____ Job Title: _____

Job Duties: _____

Contact name: _____ Phone number: _____

Previous Employer: _____ Job Title: _____

Job Duties: _____

Previous Employer: _____ Job Title: _____

Job Duties: _____



REFERENCES

(Do not include relatives)

Full Name: _____

Phone: _____ **Relationship:** _____

Full Name: _____

Phone: _____ **Relationship:** _____

Full Name: _____

Phone: _____ **Relationship:** _____

APPLICANT'S STATEMENT

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will " nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will " employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I acknowledge a background check and MVR check will be performed after an interview has taken place and before a job offer has been presented.

In the event of employment, I understand that false or misleading information given in my-application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature: _____ **Date:** _____

Print name: _____



OFFICE USE ONLY

Position(s) Applied for is open: YES NO

Position(s) considered for: _____

Arrange Interview: YES NO

Manager of department hiring: _____

Interview date: _____ **Interview time:** _____

Application reviewed by: _____ **Date:** _____

