

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position applied for: _____ Date Available: _____ Desired Salary: _____

Birthday: _____ Social Security #: _____

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

Ever applied to this company before? _____ When: _____

Are you willing to work overtime? _____

Referred By: _____

Emergency Contact: _____ Relationship: _____

Phone: _____ Email _____

Do you have reliable transportation to get to work each day? _____

Working interviews are necessary prior to hiring. Is this an issue? _____

We may ask for a non-compete form to be signed prior to hiring or after employment. Is this an issue? _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Verification and completion of the I-9 form must be submitted no later than three business days after date of hire.

If a minor, can you produce the age/work certificate necessary to obtain employment: YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted, or pled guilty or "no contest" to a felony? YES NO If yes, explain? _____

If so, please describe fully the felony conviction(s) listing the nature of the offense(s) and your rehabilitation since the conviction(s). A conviction record will not necessarily be a bar for employment

Do you have a valid driver's license? YES NO
If driving is a requirement of the job for which you are applying continued employment is contingent on you maintaining a current driver's license.

Will you submit to a pre-employment drug screening, if requested? YES NO

Employment Application

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Any other skills, certificates or licenses: _____

Anything you want us to know about you: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Employment Application

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

References

Employment Application

Please print the names, addresses, phone numbers and email of 3 people who are not related to you and who are not former employers:

Full Name: _____ Relationship: _____
 Email: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Email: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Email: _____ Phone: _____
 Address: _____

Understanding and Agreements

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

I understand that any misrepresentation, falsification or omission of this application shall be enough reason for refusal to hire or, if discovered after employment has begun, dismissal of my employment. I hereby authorize investigation of all matters contained in this application and agree that if the results of such investigation are not satisfactory, any offer of employment may be withdrawn, or, if applicable, my employment may be terminated immediately. I release all parties from any liability in connection with provision and use of such information. I agree to conform to and adhere to the rules and regulations governing my employment which are subject to change. Further, I understand and agree that this application and any other materials I may receive are not intended to be, nor shall be construed to be a contract of employment, and that my employment and compensation may terminate, with or without cause, and with or without notice, at any time, at the option of either myself or my employer.

Inconsideration of any offer of employment, I hereby acknowledge, understand and agree that the following will constitute terms and conditions of such employment:

Any losses or expenses incurred by my employer, its clientele, or third parties as result of my unauthorized actions shall be immediately reimbursed to my employer on terms that are satisfactory and acceptable to my employer. To the extent permitted by law, I agree and hereby authorize my employer to reduce my wages for any sums owing by me hereunder.

 Signature of Applicant

 Date