



# 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

Verification and completion of the I-9 form must be submitted no later than three business days after the 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 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.

\_\_\_\_\_



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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.

Are you RAMP Certified?      YES    NO  
      

Are you ServSafe Certified?      YES    NO  
      

## 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

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 Email: \_\_\_\_\_

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



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Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

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

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

## References

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



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## 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 the investigation of all matters contained in this application and agree that if the results of such an 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 the 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 it 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, their clientele, or third parties as a 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 owed by me hereunder.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## EMPLOYER USE ONLY

Interview Date: \_\_\_\_\_ Interviewed By: \_\_\_\_\_ Location(s): \_\_\_\_\_

Availability: \_\_\_\_\_

Position(s): \_\_\_\_\_ Wage if applicable: \$ \_\_\_\_\_

Notes: