



# EMPLOYMENT APPLICATION

**We are an Equal Opportunity Employer and do not discriminate on the basis of age, race, sex, sexual orientation, creed, color, national origin, ancestry, marital status, disability or any other characteristic protected by law. All employment related decisions are based solely on relevant criteria including experience and suitability.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source: [  ] Advertisement [  ] Employee [  ] Walk-in [  ] Employment Agency/Recruiter

Telephone number(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ [H] \_\_\_\_/\_\_\_\_/\_\_\_\_ [C] Salary/Rate Desired \$ \_\_\_\_\_

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

Are you legally eligible for employment in this country? \_\_\_\_\_ Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit? \_\_\_\_ If No, please explain: \_\_\_\_\_

Have you submitted an application here before? [  ] Yes [  ] No; If Yes, when? \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed here before? [  ] Yes [  ] No; If Yes, when? \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of employment desired: Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Temporary: \_\_\_\_\_

Will you travel if the job requires it? [  ] Yes [  ] No Will you relocate if the job requires it? [  ] Yes [  ] No

Have you signed an agreement with a present or past employer not to work for a competitor or solicit business for a period of time? [  ] Yes [  ] No; If yes, please provide details: \_\_\_\_\_

## EDUCATIONAL BACKGROUND

*List last three (3) schools attended, starting with most recent.*

School	# Of Years Completed	Degree / Diploma	Major	Minor



**EMPLOYMENT HISTORY**

*Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent.*

<b>Years</b>	<b>Company Name Address / Phone</b>	<b>Position / Supervisor's Name</b>	<b>Reason for Leaving</b>	<b>Salary History</b>
/ / to / /				\$ to \$
/ / to / /				\$ to \$
/ / to / /				\$ to \$
/ / to / /				\$ to \$

**REFERENCES:**

*List three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.*

<b>Name</b>	<b>Telephone number</b>	<b># years known</b>

***I understand and agree that:***

- The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed; termination from the Company.
- I give the employer the right to contact and obtain information from all references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations, or organizations from furnishing such information.
- If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the company reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.
- I affirm that I am not currently taking any prescription drug and/or narcotic that would interfere with the performance of my duties on company premises. I understand that the use, sale or possession of narcotics, drugs, alcohol, or any other controlled substance during working hours is strictly prohibited. I understand that the use of narcotics, drugs, alcohol, or any other substance which would interfere with the performance of my duties, after working hours is also prohibited.
- This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.
- I understand it is this Company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation unless doing so is an undue hardship for the Company.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_