



Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____ Soc. Sec. #: _____

Position Applied for: _____

Are you legally entitled to work in the U.S.? YES NO

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

How did you find out about this job? _____

Have you ever been convicted of a crime other than a minor traffic violation? YES NO

If so, please describe fully the criminal conviction(s), listing the nature of the offense, the date of conviction, final disposition, dates of incarceration if applicable, and your rehabilitation since the conviction(s) (a conviction record will not necessarily be a bar to employment) _____

Education

Highest Grade Completed: _____

Names and addresses of all high schools and colleges attended:

List Degree(s) Obtained: _____

Describe any Vocational or Trade Training:

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

List below all work experience from the last seven (7) years, starting with your present or most recent employer. If you are in high school or have only recently graduated, list *all* prior employment. Use the reverse side of the application form if you need additional space.

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



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

Were there any periods of unemployment since high school? List dates and reasons for unemployment.

Have you ever been discharged from any job or asked to resign? YES NO

If YES, describe in detail, including the name and address of the employer, dates and reasons for discharge or resignation.

Military Service

Branch:

From:

To:

Rank at Discharge: _____

Disclaimer and Signature

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in the Company's refusal to hire me or, if employed, false statements or omissions on this application are grounds for immediate dismissal. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you. I understand that the Company maintains a drug free workplace and that I may be required to undergo a drug test and a background check before beginning work and that any offer of employment may be withdrawn if I do not pass the drug test or if negative information appears in my background check.

In consideration of my employment, I agree to abide by the Company's rules and regulations. I understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I understand that no manager or supervisor other than the **President** of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing and any such agreement must be in writing.

Signature: _____

Date: _____