

# Employment Application

**EQUAL OPPORTUNITY EMPLOYER.** It is our policy to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person's race, ancestry, color, creed, national origin, religion, age, sex, sexual orientation, marital status, handicap, pregnancy, physical or mental disability, medical condition, status as a Vietnam or special disabled veteran, or other protected characteristics except where a reasonable, bona fide occupational qualification exists. We comply with all laws regarding reasonable accommodation for disabled and handicapped employees.

*All questions must be answered carefully and completely. If you have a resume you may attach it, but you **MUST** fill in the required information on the application form.*

**PLEASE TYPE OR PRINT.**

<b>Today's Date:</b> _____						
Name _____ <small>Last First Middle</small>			Email Address: _____			
Have you ever worked under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, give name _____			Date of name change _____			
Current Address _____ <small>Number and Street</small>			Phone No. (____) _____			
_____			Message Phone (____) _____			
<small>City State Zip</small>						
List all prior addresses for the last 7 years:						
Date:	From	Date To	Number and Street	City	State	Zip
_____	_____	_____	_____	_____	_____	_____
Date:	From	Date To	Number and Street	City	State	Zip
_____	_____	_____	_____	_____	_____	_____
Date:	From	Date To	Number and Street	City	State	Zip
_____	_____	_____	_____	_____	_____	_____

## EMPLOYMENT DESIRED

Position Desired _____	Salary Desired _____
Check type of employment desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
If not Full Time, days available: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
If not Full Time, hours available _____	
On what date would you be available to start work? _____	
Are you willing and able to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**PERSONAL DATA**

Have you ever applied to or been employed with us before?  Yes  No If yes, give date \_\_\_\_\_

Do you have any friends or relatives working for our Company?  Yes  No

If yes, state name(s) and relationship \_\_\_\_\_

Are you currently employed?  Yes  No If yes, may we contact your employer?  Yes  No

If hired, would you have a reliable means of transportation to and from work?  Yes  No

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Can you travel if the job requires it?  Yes  No

Are you able to perform the essential functions of the job for which you are applying?  Yes  No

Are you at least 18 years old?  Yes  No *If under 18, hire is subject to verification that you are of minimum legal age.*

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

**EMPLOYMENT EXPERIENCE**

*Start with your most recent job. Feel free to attach additional pages if necessary. You MUST complete this section even if attaching a resume. Dates of employment must be stated in months AND years. Account for all periods of unemployment.*

1) Employer	Dates Employed		Work Performed	
	From Month/Year	To Month/Year		
Address				
Phone No.				
Job Title	Supervisor	Salary Start (Optional)		Salary End (Optional)
Reason For Leaving				
2) Employer	Dates Employed		Work Performed	
	From Month/Year	To Month/Year		
Address				
Phone No.				
Job Title	Supervisor	Salary Start (Optional)		Salary End (Optional)
Reason For Leaving				

3) Employer	Dates Employed		Work Performed		
	From Month/Year	To Month/Year			
	Address				
	Phone No.				
	Job Title	Supervisor		Salary Start (Optional)	Salary End (Optional)
Reason For Leaving					
4) Employer	Dates Employed		Work Performed		
	From Month/Year	To Month/Year			
	Address				
	Phone No.				
	Job Title	Supervisor		Salary Start (Optional)	Salary End (Optional)
Reason For Leaving					
5) Employer	Dates Employed		Work Performed		
	From Month/Year	To Month/Year			
	Address				
	Phone No.			Salary Start (Optional)	Salary End (Optional)
	Job Title	Supervisor			
Reason For Leaving					

### EDUCATION AND TRAINING

Type of School	Name and Location of School (Provide full names of schools - not initials)	Dates Attended	Name and Date of Degree Earned	Major and Minor Fields of Study
High School or Trade School		<i>Do not supply dates for high school</i>	Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tech. School				
College				
College				

### SPECIAL SKILLS AND QUALIFICATIONS

Office Equipment: _____
Computer Software: _____
Other Equipment: _____
Other: _____
_____

### PROFESSIONAL REFERENCES

List below three people you have worked with for at least one year (do not list supervisors). Do not list relatives or friends unless you have worked with them.

Name _____	Occupation _____
Phone No. _____	Email Address: _____
No. years acquainted _____ Company where you worked together: _____	
Name _____	Occupation _____
Phone No. _____	Email Address: _____
No. years acquainted _____ Company where you worked together: _____	
Name _____	Occupation _____
Phone No. _____	Email Address: _____
No. years acquainted _____ Company where you worked together: _____	

### APPLICANT'S CERTIFICATION AND AUTHORIZATION

Please read carefully and sign/date below.

I hereby certify I have not knowingly withheld any information which might adversely affect my chances of employment and the answers given by me are true and correct to the best of my knowledge. I further certify I, the undersigned applicant, have personally completed this application. I understand any omission or misstatement of material fact on this application or any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize any present employer or supervisor, past employer or supervisor, college, university or other institution of learning, court, administrator, law enforcement agency, state agency, federal agency, finance bureau/office, credit bureau, collection agency, private business, military branch or the National Personnel Records Center, personal reference, and/or other persons, to give records or information they may have concerning my employment records, credit history, educational records, health, character, criminal history, motor vehicle history, workers' compensation claims, or other information requested to the Company or its representative. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. A photographic or faxed copy of the authorization shall be as valid as the original.

I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this applicant. I further agree, in the event that I am hired by the Company, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the Company, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written.

I hereby understand and acknowledge any employment relationship with this organization is of an "at will" nature, which means that I may resign at any time and the Company may discharge me at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by written documentation or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company. I further understand that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company.

### I HAVE READ AND UNDERSTOOD THE ABOVE:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name Printed