

# APPLICATION FOR EMPLOYMENT

We consider qualified applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any legally protected status.

(Please Print)

Last Name	First Name	Middle Initial	Date of Application	
Address: Number/Street		City	State	Zip
Telephone Number		Social Security Number		
Emergency Contact: Name		Telephone Number		
For what job are you applying? (Please be specific)				

Are there days or hours you cannot work?  Yes  No  
If yes, indicate schedule restrictions: \_\_\_\_\_

How did you learn about us?

- Advertisement     Friend     Walk-in  
 Employment Agency     Relative     Employee (Name) \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No

If yes, give date: \_\_\_\_\_

Do you have relatives currently employed by this company?  Yes  No

If yes, who: \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you authorized to work in the U.S.?  Yes  No

*Proof of employment eligibility will be required upon employment.*

Have you ever been convicted of an offense other than a minor traffic violation?  Yes  No

If yes, give date and details: \_\_\_\_\_

Have you ever received deferred adjudication or probation for any criminal offense other than a minor traffic violation?  Yes  No

If yes, give date and details: \_\_\_\_\_

## EDUCATION

School Name and Location	Elementary					High School				Undergraduate College / Trade School				Graduate / Professional			
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Describe Course of Study / Degree																	

*If you have a degree, a transcript may be required.*

## ACTIVITIES

List professional, trade, business or community activities and offices held. *You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.*

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## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

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List any languages you can speak , read and/or write. Please indicate your degree of proficiency (fluent, good, fair).

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# EMPLOYMENT EXPERIENCE

Start with your most recent job. Include any job-related military service assignments. Please indicate any gaps in employment history.

1.

Employer		Dates Employed		Work Performed
		From	To	
Address	City	State		
Telephone Number(s) ( )		Wage / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

2.

Employer		Dates Employed		Work Performed
		From	To	
Address	City	State		
Telephone Number(s) ( )		Wage / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

3.

Employer		Dates Employed		Work Performed
		From	To	
Address	City	State		
Telephone Number(s) ( )		Wage / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

4.

Employer		Dates Employed		Work Performed
		From	To	
Address	City	State		
Telephone Number(s) ( )		Wage / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

*If you need additional space, please continue on a separate sheet.*

# REFERENCES

Please list three professional references.

Name	Address	Telephone	Years Known

## APPLICANT'S STATEMENT

This Company is an equal opportunity employer, and selects individuals best matched for the job based upon job-related qualifications regardless of race, religion, color, creed, sex, national origin, age, disability, or any other status or characteristic protected by law.

I understand that completion of this application does not indicate that there are any positions open and does not in any way obligate this company to hire me or offer me a job.

In the processing of my employment application, an investigation may be conducted whereby information and references will be requested from former employers. Permission is hereby granted to any school, person, firm or corporation, whether my former employer or otherwise, to give this Company any relevant information that may be required as determined by the necessary Company to arrive at an employment decision and I hereby release this Company, its officers, employees, representatives, or agents, from any and all liability and/or damage incurred by myself in accessing or using such information.

I understand that as a matter of Company policy, my employment and compensation shall only continue so long as mutually agreeable, may be terminated by the Company or me without cause or advance notice. No manual, policy or statement by any Company representative (other than a formal agreement signed by an officer of the Company and me) is to be considered a contract of employment, whether express or implied, for any specific period of time or upon any continuing term.

This Company reserves the right to use any method of investigation which, in its sole discretion, it deems reasonable and necessary to determine whether any employee has engaged in conduct warranting disciplinary action. As a condition of employment, if hired, I agree to cooperate in any such investigation. As a condition of my employment, I voluntarily agree to cooperate in consenting and submitting to any urine or blood tests requested by the Company, to enforce its drug and alcohol policy, as well as any searches of my person or property while on Company property, and I recognize that refusal to cooperate in such tests or searches would be grounds for discipline, including termination.

I understand that if hired, my employment may be terminated by the Company due to any misrepresentation, misinformation or inaccuracy of the statements contained on the Application for Employment. I authorize the Company to investigate all statements contained in this application for accuracy and completeness, and to obtain any transcripts, records, or documents pertaining to my background and business experience, as required by the Company. If hired, I agree to conform to the rules and regulations of this Company as issued from time to time.

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

\_\_\_\_\_  
Date of Application

### NOTICE TO APPLICANTS

This application for employment will remain active for 30 days. Individuals who wish to be considered for an open position after that time will be required to reapply.

The results of pre-employment drug screens are final and conclusive. Negative test results are valid for 30 days. Applicants who reapply after 30 days must pass another drug screen before they are eligible for employment. Individuals who do not pass may not reapply for employment with this company or any of its affiliates for 12 months from the date of the test, unless they demonstrate successful completion of a drug rehabilitation program.