



EMPLOYMENT APPLICATION (Please Print Plainly)

PERSONAL

NAME _____
LAST FIRST MIDDLE INITIAL

PRESENT ADDRESS _____ TELEPHONE NO. _____

ARE YOU UNDER 18 YEARS OF AGE? IF SO, GIVE YOUR DATE OF BIRTH _____

POSITION(S) APPLIED FOR (be specific) _____ RATE OF PAY EXPECTED \$ _____ HOUR/ANNUALLY

ON WHAT DATE COULD YOU BEGIN WORK _____

WOULD YOU WORK: FULL-TIME _____ PART-TIME _____ TEMPORARY _____

IF PART-TIME: EVENINGS _____ WEEKENDS _____

CAN YOU PERFORM THE FUNCTIONS OF THIS JOB (ESSENTIAL AND/OR MARGINAL) WITH OR WITHOUT REASONABLE ACCOMODATION? YES NO IF ACCOMMODATION IS NECESSARY, PLEASE EXPLAIN.

(IF YOU NEED MORE INFORMATION CONCERNING JOB DUTIES TO ANSWER THIS QUESTION, PLEASE INQUIRE)

WERE YOU PREVIOUSLY EMPLOYED WITH US? _____ IF SO, WHEN AND WHAT WAS THE REASON FOR YOUR LEAVING? _____

NOTE: THIS COMPANY HIRES ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK HERE. PROOF THAT YOU HAVE LEGAL EMPLOYMENT STATUS WILL BE REQUIRED UPON EMPLOYMENT.

EDUCATION

School	Name and address of School	Course of Study	Check Last Year Completed				List Diploma or Degree
			1	2	3	4	
Elementary							
High			1	2	3	4	
College			1	2	3	4	
Other (Specify)			1	2	3	4	

EMPLOYMENT RECORD

List below, beginning with your most recent, all present and past employment
(DO NOT PUT, SEE RESUME)

Name, Address and Phone Number of Company; Type of Business	From		To		Describe in detail the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
1.									
2.									
3.									
4.									

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do not wish us to contact.

PERSONAL REFERENCES (DO NOT LIST RELATIVES OR FORMER SUPERVISORS)

Name and Occupation	Address	Phone Number

GENERAL INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR (OTHER THAN A MINOR TRAFFIC VIOLATION) OR A FELONY? YES NO (A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT). IF SO, EXPLAIN FULLY, INCLUDING TYPE OF OFFENSE, DATE AND LOCATION.

ARE THERE ANY OTHER EXPERIENCES, SKILLS, OR QUALIFICATION WHICH YOU BELIEVE MAY BE RELATED TO THE JOB FOR WHICH YOU ARE APPLYING?

LIST ANY OTHER FACTS YOU FEEL MIGHT BE IMPORTANT IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE EQUAL CONSIDERATION (AS REQUIRED BY APPLICABLE FEDERAL AND STATE LAW) WITHOUT REGARD TO RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, OR VETERAN STATUS.

READ AND COMPLETE NEXT PAGE

APPLICANT'S STATEMENT AND AGREEMENT

Read carefully before signing this Application for Employment.

1. I understand that receipt of this application does not imply I will be employed nor does it indicate there are positions available.
2. I understand that unless acted upon, this application will become inactive after 90 days.
3. I understand that any future offer of employment is contingent upon my passing the prescribed physical examination, if required.
4. I hereby grant permission to investigate any of the information included in this application, agree to cooperate in such investigation and release from all liability or responsibility all persons, organizations, companies and corporations collecting and supplying such information together with any other information they may have regarding me whether or not it is in their records.
5. In making this application for employment, I understand that an investigation may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.
6. I understand that if I am hired by employment will be at-will and may be terminated with or without cause and with or without notice at any time. I also understand that no employee of the Company other than the President has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.
7. I certify the information included in this application is correct and understand that misrepresentation is just cause for rejection of this application or dismissal from employment.

Applicant sign here: _____

Date: _____