

**APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Position(s) applying for:			Application Date	
Name	Last	First	Middle Name	
Address				
Street		City	State	Zip Code
Home Phone Number		Cell Phone Number		Email Add

Referral Source: Employee Advertisement Walk-in Other _____

Are you legally allowed to work in the United States? No Yes If yes, give date _____

Permanent Residency Status, please provide the type of working permit: _____

Have you ever filed an application here before? No Yes If yes, give date _____

Have you ever been employed with us before? No Yes If yes, give date _____

You are available to work: Full Time Part Time Morning Afternoon Temporary

Are you employed now? No Yes

When will you be available to begin work? _____

Are any of your educational or employment records under another name(s)? No Yes If yes, please provide:

Have you ever been convicted of a crime? In responding to this request, we are not asking you to disclose any information concerning an arrest or detention which did not result in a conviction, or information concerning a referral to, and participation in, any pretrial or post-trial diversion program. No Yes, please state the circumstances: _____

Skills and Qualification: Summarize any special training skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying for:

Did you serve in the U.S. Armed Forces: Yes No If yes, in what Branch: _____

EDUCATION: *Please give accurate and complete information*

School	Name and Location of School	Course of Study	Did you graduate?	Type of Degree or Diploma
High School		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/Technical			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT: *Please give an accurate and complete full-time and part-time employment record. Start with your most recent employer:*

EMPLOYER # 1

Company Name:
Address:
Telephone:
Job Title:
Name of Supervisor:
Date Employed: From: _____ To: _____
Worked Performed:
Reason for Leaving:

EMPLOYER # 2

Company Name:
Address:
Job Title:
Telephone:
Name of Supervisor:
Date Employed: From: _____ To: _____
Worked Performed:
Reason for Leaving:

PROFESSIONAL / WORK REFERENCES: *List names and telephone numbers of three business/ work references who are not related to you. If not applicable, list three school or personal references who are not related to you*

Name	Telephone	Relationship	Years Known

FOREIGN LANGUAGE(S): *List any foreign language(s) you know and check the boxes that describe your skill level:*

Language	Speak Some	Speak Fluently	Read	Write
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACKNOWLEDGMENT:

We are an EQUAL OPPORTUNITY EMPLOYER. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, or veteran status, or the presence of a non-job related medical condition or handicap. Verification of eligibility to work in the U.S. will be required if an employment is made.

I, the applicant, acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize this Company to (1) investigate the truthfulness of all statements made on this application; (2) contact my former employers and other listed references or any other persons who can verify information; (3) discuss the result of any investigation with other employees of this company involved in the hiring process; (4) check my driving record if applicable for the target job; and (5) check my criminal record. In addition, I give my consent for all contacted persons including former employers to provide the information concerning this application, and I release each such person from liability for providing information to this Company. I further fully release this Company, its employees, officers, directors, agents, successors and assigns and all other parties involved in the investigation, from any claim or action for any liability whatsoever related to the process or results of the background/reference investigation.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or dismissal from employment in accordance with company policy.

Signature of Applicant

Date