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|  | **APPLICATION FOR EMPLOYMENT** |

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

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| **PERSONAL INFORMATION** | | | | |
| Position(s) Applying For  Enter position applied for | | | | Location Applying For  Select Location |
| Name  First Name, Last Name | | | | Date  Select a date |
| Telephone Number  XXX-XXX-XXXX | | Email:  Ex: name@mail.com | | |
| Current Address  Street Address, #, or P.O. Box | City  City | State  ST | | Zip Code  XXXXX |
| How long have you lived at this address? #### Years #### Months | | | | |
| Rate of pay expected:  $ 00.00 | | Are you 18 years of age or older?  Yes  No | | |
| List any friends or relatives employed by this company:  Enter text here | | How did you hear about our company?  Enter text here | | |
| Have you ever filed an application with us before? If yes, select date and location:  Date: Select a date Location: Select Location | | | Yes  No | |
| Have you worked for this company before? If yes, select date and location:  From: Select a date to: Select a date Location: Select Location | | | Yes  No | |
| Have you been convicted of a crime?  If yes, list convictions: Enter text here | | | Yes  No | |

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| **EDUCATION** | | | | |
|  |  |  |  |  | |
| **Type of school** | **School Name** | **How many Years Attended** | **Graduated** | **Course, Major, or Certification** | |
| High School / G.E.D. | School Name | #### | Yes  No | Course, Major, or Certification | |
| College | School Name | #### | Yes  No | Course, Major, or Certification | |
| Postgraduate | School Name | #### | Yes  No | Course, Major, or Certification | |
| Business or trade | School Name | #### | Yes  No | Course, Major, or Certification | |
| Other | School Name | #### | Yes  No | Course, Major, or Certification | |

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| **EMPLOYMENT EXPERIENCE** |
| Are you currently employed?  Yes  No |
| If not employed, how long have you been unemployed? #### Years #### Months |
| How many jobs have you had in the past 5 years? #### |

**EMPLOYMENT HISTORY**

Complete the information below or provide a copy of your resume.

Start with your present or last job and list in consecutive order the last four previous jobs held. Account for any time during this period that you were unemployed by stating nature of your activities. Include any job-related military assignments and volunteer activities.

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| **Dates** | | **Company Name and  Phone Number** | **Rate of Pay** | | **Supervisor’s Name and Title** | **Reason for Leaving** |
| **From** | **To** | Enter text here | **Start** | **Finish** | Enter text here | Enter text here |
| Select date | Select date | $ 00.00 | $ 00.00 |

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| **Dates** | | **Company Name and  Phone Number** | **Rate of Pay** | | **Supervisor’s Name and Title** | **Reason for Leaving** |
| **From** | **To** | Enter text here | **Start** | **Finish** | Enter text here | Enter text here |
| Select date | Select date | $ 00.00 | $ 00.00 |

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| **Dates** | | **Company Name and  Phone Number** | **Rate of Pay** | | **Supervisor’s Name and Title** | **Reason for Leaving** |
| **From** | **To** | Enter text here | **Start** | **Finish** | Enter text here | Enter text here |
| Select date | Select date | $ 00.00 | $ 00.00 |

**PROFESSIONAL REFERENCES**

Please list three references who are not related to you and are not previous employers.

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| **Name** | **Occupation** | **Relationship** | **Phone Number** |
| First Name, Last Name | Occupation | Relationship | XXX-XXX-XXXX |
| First Name, Last Name | Occupation | Relationship | XXX-XXX-XXXX |
| First Name, Last Name | Occupation | Relationship | XXX-XXX-XXXX |

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| **SCHEDULE / GENERAL INFORMATION** | | | |
| On what date would you be available to start? Select a date | Are you available to work:  Full-time  Part-time | | |
| Shift Preference:  1  2  3 Are you willing to work any shift, including nights and weekends?  Yes  No | | | |
| List any extracurricular activities which might affect your schedule: | | Enter your answer here | | |
| Are you fluent in a foreign language?  Yes  No If yes, please Describe: | | | Enter your answer here | |
| **EMERGENCY CONTACT** | | | |
| Contact: First Name, Last Name  Email Address: Ex: name@mail.com | Phone Number: XXX-XXX-XXXX | | |

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| **Applicant Certification and Consent** | |
| I certify that my answers are true and complete to the best of my knowledge. I authorize investigation on all statements contained in this application. I understand that false or misleading information in my application or interview may result in my release. Further, I understand and agree that my employment is on an at-will basis meaning the company and I are free to terminate the employment relationship at any time for any reason. | |
| Signature: | Date: |
|  |  |
| **FOR INTERNAL USE ONLY - DO NOT WRITE BELOW THIS LINE** | |
| Interviewed by: Date: | |
| Remarks: | |
| Location: Position: Shift: | |
| Wage: Start Date:  Full-time /  Part-time | |
| Exempt  Non-Exempt Drug Screening Date: | |

Hired by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_