



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.

PERSONAL INFORMATION

Position(s) Applying For _____ Location Applying For _____

Name _____ Date _____

Telephone Number _____ Email: _____

Current Address _____ City _____ State _____ Zip Code _____

How long have you lived at this address? _____ Years _____ Months

Rate of pay expected: \$ _____ Are you 18 years of age or older? Yes No

List any friends or relatives employed by this company: _____ How did you hear about our company? _____

Have you ever filed an application with us before? If yes, specify date and location: _____ Yes No

Have you worked for this company before? If yes, specify date and location:
From _____ To _____ Location: _____ Yes No

Have you been convicted of a crime?
If yes, list convictions: _____ Yes No

EDUCATION

Type of school	School Name	How many Years Attended	Graduated	Course, Major, or Certification
High School / G.E.D.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Postgraduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business or trade			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

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.

Dates		Company Name and Phone Number	Rate of Pay		Supervisor's Name and Title	Reason for Leaving
From	To		Start	Finish		
			\$	\$		

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From	To		Start	Finish		
			\$	\$		

Dates		Company Name and Phone Number	Rate of Pay		Supervisor's Name and Title	Reason for Leaving
From	To		Start	Finish		
			\$	\$		

PROFESSIONAL REFERENCES

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

Name	Occupation	Relationship	Phone Number

SCHEDULE / GENERAL INFORMATION

On what date would you be available to start? _____ 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: _____

Are you fluent in a foreign language? Yes No If yes, please Describe: _____

EMERGENCY CONTACT

Contact: _____ Phone Number: _____

Email Address: _____

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: _____