



## APPLICATION FOR EMPLOYMENT

Position Desired: \_\_\_\_\_ [ ] Part time [ ] Full time Date: \_\_\_\_\_

Name (Print) \_\_\_\_\_  
 Last First Middle

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
 Street and Number City State Zip Code Years Months

Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
 Street and Number City State Zip Code Years Months

Home Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_ How did you hear about this position? \_\_\_\_\_

Have you ever worked for this Company before?  Yes  No

If Yes, please give dates and position: \_\_\_\_\_

### RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

<u>Present or Last Employer</u> _____ Address _____ City, State, Zip Code _____ Telephone _____	<u>Employed</u> From _____ From(mo/yr) _____ To (mo/yr) _____	<u>Your Title or Position</u> _____ <u>Name and Title of Last Supervisor</u> _____	<u>Exact Reason for Leaving</u> _____
<u>Previous Employer</u> _____ Address _____ City, State, Zip Code _____ Telephone _____	<u>Employed</u> From _____ From(mo/yr) _____ To (mo/yr) _____	<u>Your Title or Position</u> _____ <u>Name and Title of Last Supervisor</u> _____	<u>Exact Reason for Leaving</u> _____



<u>Previous Employer</u> <hr/> Address <hr/> City, State, Zip Code <hr/> Telephone <hr/>	<u>Employed</u> From <hr/> From(mo/yr) <hr/> To (mo/yr) <hr/>	<u>Your Title or Position</u> <hr/> Name and Title of <u>Last Supervisor</u> <hr/>	<u>Exact Reason for Leaving</u> 
<u>Previous Employer</u> <hr/> Address <hr/> City, State, Zip Code <hr/> Telephone <hr/>	<u>Employed</u> From <hr/> From(mo/yr) <hr/> To (mo/yr) <hr/>	<u>Your Title or Position</u> <hr/> Name and Title of <u>Last Supervisor</u> <hr/>	<u>Exact Reason for Leaving</u> 
<u>Previous Employer</u> <hr/> Address <hr/> City, State, Zip Code <hr/> Telephone <hr/>	<u>Employed</u> From <hr/> From(mo/yr) <hr/> To (mo/yr) <hr/>	<u>Your Title or Position</u> <hr/> Name and Title of <u>Last Supervisor</u> <hr/>	<u>Exact Reason for Leaving</u> 

Have you ever been terminated or asked to resign from any job?  Yes  No

If yes please explain circumstances:

Please explain fully any gaps in your employment history:

May we contact your current employer?  Yes  No. If No, please explain:

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying:



Have you ever used another name?  Yes  No

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain:

If hired, can you furnish proof that you are over 18 years of age?  Yes  No

Are you capable of performing the essential job duties required of the position for which you are applying?

Yes  No

Do you have adequate transportation to and from work?  Yes  No

**EDUCATION**

School Name	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
Elementary:	4 5 6 7 8			
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade or Correspondence:				
Other:				



**PROFESSIONAL REFERENCES**

Please list three persons with professional relationships who know you well -- **not** previous supervisors or relatives.

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

**THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.**

**I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**



**APPLICANT'S STATEMENT AND AGREEMENT**

In the event of my employment in a position with the Company, I agree to comply with all Company rules and regulations. I understand that the Company reserves the right to require me to submit to a test for the presence of alcohol or drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination and related tests to the Company. I also understand that prior to and during any employment, I may be required to take other tests such as personality tests. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated. I also understand that in certain circumstances, bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I understand and agree that the Company may investigate my driving record and my criminal record and that consumer reports and/or an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted. This inquiry may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written inquiry within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide the Company with any pertinent information they may have regarding me.

I hereby state that all the information that I have provided on this application or any other documents filled out in connection with my application for employment, and/or provided during any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if any information on this application is determined to be false, my application for employment will be rejected. Further, if I am employed and any such information is later found to be false or incomplete in any respect, I may be subject to immediate discharge. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete a Form I-9 in this regard.

Nothing in this application or Applicant's Statement and Agreement creates or is intended to create an offer, promise or representation of employment. If hired, I understand and agree that my employment with the Company is "at-will" and absent a written agreement signed by both the Owner of the Company and me, my employment and compensation is for no definite period, and may be terminated by either the Company (employer) or me at any time and for any reason whatsoever, with or without cause.

This is the entire agreement between the Company and me regarding the length of my employment, and the reasons for termination of employment, and this agreement supersedes any and all prior agreements regarding these issues. I further agree and understand that any agreement contrary to the foregoing must be entered into, in writing, by the Owner of the Company. No supervisor or representative of the Company, other than its Owner, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing. I understand and agree that oral representations made before or in the event I am hired do not alter this Agreement.

If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed and the remainder of this Agreement shall be enforceable. **If you have any questions regarding this Agreement, please ask a Company representative before signing.**

I hereby acknowledge that I have read, understand, and agree to the above.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE