



APPLICATION for EMPLOYMENT

Please Print

Position applied for _____ Date of application _____

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone# (____) _____ Cell # (____) _____ E-Mail Address _____

Referral Source (How did you hear about us?) _____

Are you Over 18? ___yes___no
Have you ever been employed here before? ___yes___no If yes, give dates and supervisors _____

Are you legally eligible for employment in this country? ___yes___no

Date available for work ___/___/___ What is your desired salary range? \$ _____

Type of employment desired: ___Full-Time ___Part-Time ___Temporary ___Seasonal

Driver's license number if driving may be required in position for which you are applying _____ State _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ___yes___no

If yes, please provide date(s) and details _____

EMPLOYMENT HISTORY Starting with your most recent employer, provide the following information:

Employer _____ Telephone # _____ Dates employed: Mo. _____ Yr. ___ to Mo. _____ Yr. ___
Street address _____ City _____ State _____ Starting Wage: _____ (hourly or salary?)
Starting job title _____ Final job title _____ Final Wage: _____ (hourly or salary?)
Immediate supervisor and title _____ May we contact for reference? yes no later
Why did you leave? _____
Summarize the type of work performed and job responsibilities: _____
What did you like most about your position? _____
What were the things you liked least about the position? _____

Employer _____ Telephone # _____ Dates employed: Mo. _____ Yr. ___ to Mo. _____ Yr. ___
Street address _____ City _____ State _____ Starting Wage: _____ (hourly or salary?)
Starting job title _____ Final job title _____ Final Wage: _____ (hourly or salary?)
Immediate supervisor and title _____ May we contact for reference? yes no later
Why did you leave? _____
Summarize the type of work performed and job responsibilities: _____
What did you like most about your position? _____
What were the things you liked least about the position? _____

Employer _____ Telephone # _____ Dates employed: Mo. _____ Yr. ___ to Mo. _____ Yr. ___
Street address _____ City _____ State _____ Starting Wage: _____ (hourly or salary?)
Starting job title _____ Final job title _____ Final Wage: _____ (hourly or salary?)
Immediate supervisor and title _____ May we contact for reference? yes no later
Why did you leave? _____
Summarize the type of work performed and job responsibilities: _____
What did you like most about your position? _____
What were the things you liked least about the position? _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Check where appropriate. Include software titles and years of experience.)

___ Word Processing	Years: ___	___ E-Mail	Years: ___
___ Spreadsheet	Years: ___	___ Internet	Years: ___
___ Presentation	Years: ___	___ Other	Years: ___

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information:

School (include City/State)	Years Completed	Completed	GPA/Class Rank	Major/Minor
		___ Diploma ___ GED ___ Degree ___ ___ Certification ___ ___ Other ___		
		___ Diploma ___ GED ___ Degree ___ ___ Certification ___ ___ Other ___		

REFERENCES

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three schools or personal references who are **not** related to you.

Name	Title	Relationship to you	Telephone	Number of Years Known

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment,

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____