



Employment Application

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, expect for your signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

APPLICANT INFORMATION					
Last Name:		First Name:		Date:	
Street Address:				Apartment/Unit #:	
City:		State:		ZIP Code:	
Phone:		Email Address:			
Position Applied For:			Available Start Date:		
What category are you looking for?	Full-Time	Part-Time	Temporary		
Are you at least 18 years of age or older?	Yes	No	How did you hear about us?		
Were you referred by anyone?					

GENERAL INFORMATION			
If hired, you will be required to furnish proof of your eligibility to work in the U.S.			
Have you ever applied here before?	Yes	No	If yes, when?
Have you ever been employed here?	Yes	No	If yes, when?
Do you have a valid driver's license?	Yes	No	DL # / State
Have you had any moving violations within the last 5 years?	Yes	No	If yes, give details
Have you ever been convicted of any law violations (exclude minor traffic violations)?	Yes	No	If yes, give details



EDUCATION			
High School or GED		Address:	
Number of Years Completed:		Diploma/Degree/Certificate:	
Subjects Studied:			
College or University		Address:	
Number of Years Completed:		Diploma/Degree/Certificate:	
Subjects Studied:			
Vocational or Technical School		Address:	
Number of Years Completed:		Diploma/Degree/Certificate:	
Subjects Studied:			

SPECIAL SKILLS
What skills or additional training do you have that are related to the job for which you are applying?
What machines or equipment can you operate that are related to the job for which you are applying?
List professional, trade, business, or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.)



PREVIOUS EMPLOYMENT			
List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.			
Name, Address, and Telephone of Employer			
Job Title:		Supervisor:	
Responsibilities:			
Reason for Leaving:			
From:	To:	Starting Salary:	Ending Salary:
May we contact your previous supervisor for a reference?		Yes	No
Are you currently working for this employer?		Yes	No
Name, Address, and Telephone of Employer			
Job Title:		Supervisor:	
Responsibilities:			
Reason for Leaving:			
From:	To:	Starting Salary:	Ending Salary:
May we contact your previous supervisor for a reference?		Yes	No
Name, Address, and Telephone of Employer			
Job Title:		Supervisor:	
Responsibilities:			
Reason for Leaving:			
From:	To:	Starting Salary:	Ending Salary:
May we contact your previous supervisor for a reference?		Yes	No



REFERENCES					
Include only individuals familiar with your work ability. Do not include relatives or names of supervisors listed above.					
Name:		Relationship:			
Company:		Phone:		Years Known:	
Address:					
Name:		Relationship:			
Company:		Phone:		Years Known:	
Address:					
Name:		Relationship:			
Company:		Phone:		Years Known:	
Address:					
Have you ever been fired from a job or asked to resign?		Yes		No	



AFFADAVIT, CONSENT, AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature, consent to these standards.

Signature: _____ Date: _____