



EMPLOYMENT APPLICATION

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, and other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a resume, but all questions must be answered.

Personal Data

Full name:	_____	Date:	_____
	<i>Last First M.I.</i>		
Address:	_____	Phone:	_____
	<i>Street address Apt/Unit #</i>		
	_____	Email:	_____
	<i>City State Zip Code</i>		

Date Available:	_____	Desired salary:	\$ _____
Position applied for:			

Are you a citizen of the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If no, are you authorized to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Have you ever worked for this company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, when?
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Qualifications and Education PLEASE LIST ANY EDUCATION OR TRAINING YOU FEEL RELATE TO THE POSITION APPLIED FOR – SCHOOLS, COLLEGES, VOCATIONAL OR TECHNICAL PROGRAMS OR MILITARY TRAINING

High School Diploma or Equivalent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
College:	_____	Address:	_____
From:	_____	To:	_____
	_____	Degree:	_____

College:	_____	Address:	_____
From:	_____	To:	_____
	_____	Degree:	_____



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Special Skills LIST ANY SPECIAL SKILLS THAT YOU FEEL WOULD HELP YOU IN THE POSITION THAT YOU ARE APPLYING FOR

References

Full name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	Email: _____

Full name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	Email: _____

Full name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	Email: _____

Military Service

Branch: _____	From: _____	To: _____
Rank at discharge: _____	Type of discharge: _____	
If other than honorable, explain:		



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Work History START WITH YOUR PRESENT OR MOST RECENT AND WORK BACK.

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
Reason for leaving:	_____		
May we contact your previous supervisor for a reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
Reason for leaving:	_____		
May we contact your previous supervisor for a reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
Reason for leaving:	_____		
May we contact your previous supervisor for a reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



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Criminal Background Check

Felonies:	Arrests and/or Convictions - Please Check One	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain:			

Not all conviction(s) will automatically disqualify you from employment but will be considered in relation to specific job requirements. Omission or misrepresentation of this information will result in employment ineligibility.

Disclaimer and Signature

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the employer from any liability.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Signature: _____ Date: _____