



Application for Employment

Thank you for your interest in applying for a job with our company. Because of our commitment to offering the highest possible satisfaction to our customers, we are only interested in hiring the best. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both the company and our employees. Please answer the following questions honestly, completely and thoughtfully.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status or veteran status, or handicap or disability.

Date of Application _____

PERSONAL INFORMATION

Name: _____
Last Name First Name Middle Initial

Address: _____
Street

City City Zip Code

Telephone: (_____) _____ Social Security No.: _____ / _____ / _____
Area Code

If you are under 18 years of age, do you have a work permit? Yes No

If you have ever worked under another name, please identify: _____

YOUR JOB INTERESTS

Position Desired: _____ Date you can start work: _____

What starting salary or wage do you expect: \$ _____ /hr \$ _____ /week \$ _____ /month

Are you available for full-time work part-time work? Are you willing to work any shift? Yes No

Are there any days of the week when you would not be available to work? Please specify: _____

How did you learn of this job opening? _____

Have you ever worked for this company before? Yes No When? _____

Who was your supervisor? _____ Why did you leave? _____

Do you know anyone who works here? Yes No Who? _____

YOUR EDUCATION AND TRAINING

Please Circle Highest Grade Completed:

1 2 3 4 5 6 7 8

Grade School

9 10 11 12

High School

1 2 3 4 5

College

1 2 3 4

Trade/Tech

What was the last school you attended? _____

What extracurricular activities did you participate in or what special skills did you acquire which might be helpful for the job for which you are applying? _____

YOUR WORK EXPERIENCE

Beginning with your present or most recent employer, describe your employment experience below.

Are you presently employed? Yes No

Are you on layoff and subject to recall? Yes No If yes, to where? _____

1. Present or Last Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of your work and responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "No," please explain:

May we contact your present employer at this time: Yes No

2. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of your work and responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "No," please explain:

3. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of your work and responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "No," please explain:

4. Next Previous Employer: _____
Address: _____

5. Next Previous Employer: _____
Address: _____

PERSONAL INFORMATION

If not a citizen of the United States, do you have, or have you applied for the legal right to remain permanently and work in the United States? Yes No

Have you ever been discharged or asked to resign by an employer? Yes No If yes, please explain:

A record of criminal conviction will not necessarily be a bar to employment, since the company will consider factors such as age, time of the offense, the nature and seriousness of the violation, and the evidence of rehabilitation in making any employment decision.

Have you ever been convicted of a crime, other than minor traffic violations? Yes No If your answer is yes, please explain: _____

Please complete this section if the job for which are you applying might require you to drive company vehicles.

Do you have a valid driver's license? Yes No

License number and state: _____

Have you had any accidents in the last five years? Yes No If yes, please give details: _____

Have you been cited for any moving violations in the last five years? Yes No If yes, please give details: _____

Has your driver's license ever been suspended, revoked, denied or cancelled? Yes No If yes, please explain: _____

YOUR MILITARY EXPERIENCE

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

Have you ever been in the United States Armed Forces? Yes No What branch? _____

Describe any skills you acquired in the service which would be useful to the job for which you are applying:

YOUR REFERENCES

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

List the names of any professional or personal character references who have known you for the last three years and from whom you can obtain letters of recommendation. Please do not list relatives.

- 1. Name: _____ Occupation: _____
 Address: _____ City: _____ Phone: _____
 Relationship to Applicant: _____
- 2. Name: _____ Occupation: _____
 Address: _____ City: _____ Phone: _____
 Relationship to Applicant: _____
- 3. Name: _____ Occupation: _____
 Address: _____ City: _____ Phone: _____
 Relationship to Applicant: _____

PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY!

By signing below, I certify that I have read, understand and agree to each of the following statements:

All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information which, if known to the Company, would affect my application unfavorably.

If I am hired by the Company, and if the Company discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job.

This employment application will be considered active for ninety (90) days from the date below. If I want to be reconsidered for a job with the Company after this period of time, I must fill out another application.

I agree to submit to a medical examination which may include testing for drugs or alcohol prior to beginning work with the Company. I understand that if I am employed by the Company, I may be required, when job-related and consistent with the Company's business needs, to undergo a medical examination or testing for alcohol. I further understand that I may be required to submit to a test for the use of illegal drugs at any time.

In consideration of my employment with the Company, I agree to abide by all the Company's rules and regulations.

I understand that nothing in this employment application creates a contract of employment between me and the Company. If I am hired by the Company, my employment and compensation are "at will," which means that my employment can be terminated, either by the Company or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, that is **not** an "at will" agreement. Only the President and/or Vice President of the Company has the authority to enter into an employment agreement with me for any specified period of time.

I agree to release to the Company or its designated agents all medical information, including, but not limited to, files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extent such information is job-related and consistent with the Company's business needs. I acknowledge that this is a general release and that if hired, it remains in effect for the duration of my employment.

In the event of my personal indebtedness to the Company, I authorize the Company to withhold from my wages such amounts as permitted by law to satisfy my obligation to the Company.

I give the Company my permission to conduct any investigation regarding the information contained in my employment application which the Company deems necessary to determine my qualifications for assuming a job with the Company. I give the Company my permission to contact any former employer, school, college or university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to the Company whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability which might result from furnishing any information about me.

_____ Date

_____ Signature of Applicant