



# APPLICATION FOR EMPLOYMENT

**\* THIS APPLICATION WILL NOT BE CONSIDERED UNLESS FULLY COMPLETED COMPLETE FRONT & BACK — ANSWER ALL QUESTIONS — PLEASE PRINT**

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or handicap.

## GENERAL INFORMATION

Date of Application \_\_\_\_\_ Position Applied For 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Referral Source:  Advertisement  Friend/Relative  Other \_\_\_\_\_

If Referred by Someone, Please Name \_\_\_\_\_

Rate of Pay Expected \_\_\_\_\_

Have you filed an application or worked here before?  Yes  No When Are You Available to Start \_\_\_\_\_

## PERSONAL INFORMATION

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street City State Zip

PHONE \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

In case of accident or emergency, please notify:

Name Address Phone Number

■ Are you a citizen of the United States?  Yes  No (If you are offered employment, you will be required, by federal law, to furnish documents showing you are either a U.S. citizen or an authorized alien. Individuals who do not furnish these documents cannot work for the Company.)

■ Are you available to work:  Full time (32+ hrs/wk)  Part time  Seasonal (summer vacations, winter holidays)  
(If part time, how many hrs/shifts \_\_\_\_\_) Days \_\_\_\_\_ Nights \_\_\_\_\_ Both \_\_\_\_\_

■ Are you under 18 years of age?  Yes  No ■ Are you at least 21 years of age?  Yes  No  
Birthday \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (If under 18)  
mo day yr

■ Have you been convicted of a felony or released from prison within the last 7 years?  Yes  No  
If yes, describe in full, including date(s) \_\_\_\_\_  
(Conviction will not necessarily disqualify applicant from employment)

■ Do you smoke?  Yes  No

■ Do you have any physical defects that preclude you from performing any work for which you are being considered?  Yes  No  
If yes, please explain \_\_\_\_\_  
(Employment discrimination is prohibited on the basis of a physical or mental handicap unrelated to a person's ability to engage in a particular occupation)

■ Are you a veteran?  Yes  No If yes, what was your branch of military service \_\_\_\_\_ Rank \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER M/F**

This application is considered as current for 60 days. If you wish to be considered for employment after that time you should renew your application in person and in writing.

## EMPLOYMENT EXPERIENCE

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

Date	Name and Address of Employer	Hourly Rate / Salary Starting — Final	Job Title — Work Performed	Super- visor	Reason for Leaving
From _____ To _____					
From _____ To _____					
From _____ To _____					
From _____ To _____					

If you need additional space, please continue on a separate sheet of paper.

Summarize special skills and qualifications acquired from employment or other experience \_\_\_\_\_

## REFERENCES

Give name, address, and phone number of three references not related to you.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## EDUCATION

■ Please circle years completed and list the name of schools you attended.

Elementary School      Years Completed    5 6 7 8

Name: \_\_\_\_\_

High School      Years Completed    9 10 11 12

Name: \_\_\_\_\_

College/University      Years Completed    1 2 3 4

Name: \_\_\_\_\_ Degree \_\_\_\_\_

Graduate/Professional Years Completed    1 2 3 4

Name: \_\_\_\_\_ Degree \_\_\_\_\_

■ Other pertinent information concerning scholastic performance including honor societies, scholarships, awards, and other academic accomplishments. *(You may exclude those that indicate race, color, religion, sex, national origin, age, marital, handicapped, or veteran status.)*

■ Describe specialized training, apprenticeship skills, and extra-curricular activities \_\_\_\_\_

■ Are you known to schools/references by another name?     Yes     No    If Yes, by what name? \_\_\_\_\_

### APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment. I hereby authorize anyone of whom request is made to supply to the Company any information concerning my background in connection with my being considered for employment with the Company. I hereby release all parties, including but not limited to the Company, my personal references and my previous employers, from any and all liability for any injury or damage that may result from their furnishing information to the Company concerning me or any action the Company takes on the basis of such information.

I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that: (a) misrepresentation or omission of facts on this application is cause for immediate dismissal; (b) I am required to and agree to abide by all Company rules and regulations as a condition of employment; (c) this application is not a contract of employment; and (d) my employment is at-will and is for no definite period of time, and as such, either the Company or I may terminate the employment relationship with or without cause at any time.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_