



## Application for Employment

NOTE: This application form was designed for use by persons applying for various types of positions. Some questions may not be completely applicable to your situation, but we ask that you answer all job-related inquiries to the best of your ability.

The Company is an Equal Opportunity Employer. All candidates will be evaluated on the basis of their qualifications for the job in question. Federal and/or state law prohibits discrimination on the basis of race, color, religion, sex, natural origin, age, disability, sexual orientation or any other protected status. Please advise us if any accommodations are required to assist you in the application process.

This Application will be valid for 90 days. If at the conclusion of 90 days you are not employed by the Company, you will need to submit a new Application in order to be considered for employment.

(PLEASE PRINT)

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street, City, State & Zip Code)

Telephone: (Check which preferred)  Home \_\_\_\_\_  Cell \_\_\_\_\_

Business \_\_\_\_\_  Email Address \_\_\_\_\_

Position Desired \_\_\_\_\_ Full-Time / Part-Time / Other (circle one)

Date Available \_\_\_\_\_ Salary / Compensation Desired \_\_\_\_\_

Referral Source:  Employment Agency  Newspaper Ad  Walk-In Applicant  
 School/College  Employee Referral  Other \_\_\_\_\_

Have you ever applied for a position with us?  Yes  No If "yes", when? \_\_\_\_\_

Have you ever been employed by us?  Yes  No If "yes", when? \_\_\_\_\_

Do you have any relatives or close friends working here?  Yes  No If "yes", state identity and relationship \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently employed?  Yes  No

**EDUCATIONAL DATA**

School	Print Name and Address for Each School Listed	Number of Years Completed	Degree	Major Course of Study
High School				
College				
Graduate School				
Trade, Business, Night, or Corresp.				
Other				

**EMPLOYMENT HISTORY**

In the following spaces give a complete record of your employment including periods of unemployment, if any. Begin with your most recent employment and work back. If additional space is needed, attach a supplementary sheet.

Employer	Employed		Starting Position
Address	From _____ Mo./Yr.		Ending Position
Telephone	To _____ Mo./Yr.		Other Position Held
Starting Salary	Ending Salary	Immediate Supervisor	
Duties			
Reason for Leaving			

Employer	Employed		Starting Position
Address	From _____ Mo./Yr.		Ending Position
Telephone	To _____ Mo./Yr.		Other Position Held
Starting Salary	Ending Salary	Immediate Supervisor	
Duties			
Reason for Leaving			

Employer		Employed From _____ Mo./Yr. To _____ Mo./Yr.	Starting Position
Address			Ending Position
Telephone			Other Position Held
Starting Salary	Ending Salary	Immediate Supervisor	
Duties			
Reason for Leaving			

\*\*\*Attach an additional sheet, if necessary, to provide at least five years of work history\*\*\*

### ADDITIONAL INQUIRIES CONCERNING EMPLOYMENT HISTORY

(In responding to these inquiries, continue on a separate sheet if you require additional space)

1. May we contact your present employer?  Yes  No      Previous Employers?  Yes  No  
Please identify any exceptions and reasons for not contacting. \_\_\_\_\_

2. In order to permit a check of your work and education records, should we be made aware of any changes of name or assumed name that you previously used?  Yes  No      If "yes", identify name(s) and relevant dates.

3. Have you ever been dismissed or forced to resign from any employment?  Yes  No      If "yes", please explain.

4. Have you been disciplined by an employer in the last 24 months relating to attendance?  Yes  No      If "yes", please explain.

Describe any special job-related skills or qualifications (e.g. foreign languages, computers, professional associations, etc.) that would support your application \_\_\_\_\_

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**GENERAL INFORMATION**

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1. Are you legally eligible to work in the United States?       Yes                       No
2. Are you under 18 years of age?                                       Yes                       No
4. Have you been convicted of or made a plea of no-contest (or any similar such plea) to a felony within the last seven years? (*Note: Do not list any sealed or expunged convictions or pleas.*)                                       Yes                       No

If "yes", please explain. \_\_\_\_\_

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(You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.)

5. If you are applying for a position involving evening or week-end work, can you fulfill such scheduling requirements?  
 Yes                       No                       Not Applicable
6. Are you willing to work overtime as requested or required?       Yes                       No                       Not Applicable
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**APPLICANT'S STATEMENT**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if I am hired and the falsity or omission is discovered at a later date.

I authorize a thorough investigation of my past employment, education and activities, and of any information that is raised as part of the application process. I agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. I authorize the Company to access, review and search any and all resources to obtain further information relating to my application, including but not limited to information and postings on the internet, in blogs, and on social networking sites. I understand that I may be required to provide the Company with the information to access any such sites.

Any time after a conditional offer of employment or during employment, if hired, I authorize any physician or health care provider to release information advising the Company: (1) whether I am currently able to perform the specific job for which I am being considered or employed with or without reasonable accommodation and the basis for such conclusions; and (2) whether I can perform the job without posing a direct threat to the health or safety of myself or others.

I hereby agree to submit to any lawful drug, polygraph or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.

I understand that my employment is at-will, that this application does not create any expectation that I will be hired by the Company, that if hired I am not being employed for any specific time, and that this application is not and is not intended to be a contract for employment or continued employment.

I understand that according to federal law all individuals who are hired must as a condition of employment produce certain documentation to verify their eligibility to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

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Signature of Applicant

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Date

This is to inform you that as part of our procedure for processing your employment application, we may obtain from a credit reporting agency a consumer report containing financial and other information about you. We will not obtain such a report without your signed authorization. We comply with the Fair Credit Reporting Act, which provides consumers with rights regarding consumer reports and which places specific obligations on employers using credit reports.

