



Employment Application

If you need any help to fill out this application, please notify the person who gave you this form. Every effort will be made to have someone help you in a reasonable amount of time. Completion of this application in its entirety, without omissions or falsifications, is a pre-placement requirement, however, employment is not guaranteed in the application process.

EQUAL OPPORTUNITY POLICY: It is our policy to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees, including upgrading, promotion, and training; and to administer these activities in a manner that will not discriminate against any person because of race, color, religion, age, sex, national origin, or physical or mental disability. This company is an Affirmative Action Employer.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____
Did you graduate? YES NO Degree: _____

College: _____ Address: _____
Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
Did you graduate? YES NO Degree: _____

References

Please list **three** professional references.

1. Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

2. Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

3. Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Any offers of employment are contingent on the successful completion of:

1. A physical review and examination
2. An alcohol/drug screening
3. Felony conviction check

If hired your employment will be "at-will," meaning that you may leave voluntarily at any time and that the employer may terminate your employment with or without advance notice any time in the future.

By your signature below, you release the potential employer to obtain either directly or through its agents any information available from law enforcement agencies, state agencies, past employers, insurance companies, or other information services to confirm information relative to the responses you give on this application or in subsequent interviews.

This information is truthful and without omissions.

Signature: _____ Date: _____