



Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Cell _____

Fax _____ Email _____

Social Security # _____

Position applied for _____

How did you hear of this opening? _____

When can you start? _____ Desired Wage \$ _____

Do you have a valid driver's license? _____ Ever been convicted of a DUI in the last 5 yrs? _____

Driver's license number / state / expiration date _____

Do you have reliable means of transportation to and from work? Yes No

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

Are you looking for full-time employment? Yes No

If no, what hours are you available? _____

Have you ever been convicted of a felony? (This will not necessarily affect your application.)

Yes No

If yes, please describe conditions. _____



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Education

School Name and Location	Year	Major	Degree
High School _____	_____	_____	_____
College _____	_____	_____	_____
College _____	_____	_____	_____
Post-College _____	_____	_____	_____
Other Training _____	_____	_____	_____

Do you have any computer skills? _____ If so, please explain. ie: word, excel, powerpoint, etc.

In addition to your work history, are there other skills, qualifications, or experience that we should consider that may or may not be related to the position you are applying for?

If you are hired, what value would you add to our company? _____

Describe what you believe are the most unique features of your work history? _____

Goals: Short Term: Long
Term: _____

Hobbies, Activities, Social,
Religious: _____



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Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

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Date Started _____ Starting Wage _____ Starting Position _____

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Name of Supervisor _____ May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Attach additional information if necessary.

Personal References that we may contact who have knowledge of your work performance within the last 5 years.

Name: _____ Relationship: _____ Phn: _____

Name: _____ Relationship: _____ Phn: _____

Name: _____ Relationship: _____ Phn: _____

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 on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature _____ Date _____