



APPLICATION FOR EMPLOYMENT

Date:

Please complete all sections. Incomplete applications will not be considered.

If applicable, please submit a current résumé with this Application.

We are an equal opportunity employer. We do not base our employment decisions on an employee's or applicant's race, sex, sexual orientation, age, religion, color, national origin, citizenship, disability, handicap, veteran status, or any other factor prohibited by local, state, or federal law. Any applicant who requires accommodation to perform the essential functions of the job for which they are applying should contact the Human Resources Manager.

PERSONAL INFORMATION (Please Print)

Name _____

Address _____

Telephone No. (home/cell) _____ (work) _____

Are you legally eligible for employment in the United States? Yes _____ No _____
(Proof will be required if hired.)

Are you less than 18 years of age? Yes _____ No _____
(Note: We comply with State and Federal child labor regulations.)

EMPLOYMENT DESIRED

Position(s) applied for: _____ Wage/Salary Desired: _____

For what type of work are you applying (Check all that apply)

Temporary Regular Full-Time Part-Time

If hired, on what date can you start work? _____ How many hours per week are you available? _

Please list the days and times you would be available for work: _____

If hired, can you work overtime? Yes No

How did you hear about the position? _____

EMPLOYMENT HISTORY

Are you employed now? Yes _____ No _____ If yes, may we contact your present employer? Yes _____ No _____

Please provide the following information concerning each of your employers, starting with your present or most recent position.

DATES FROM-TO	COMPANY NAME & ADDRESS	PHONE NUMBER	JOB TITLE & JOB DUTIES	SALARY	NAME OF SUPERVISOR	REASON FOR LEAVING

If there have been any gaps in your employment during the last ten years, please provide the date of and the reason for the gaps in the space provided below.

EDUCATIONAL BACKGROUND

SCHOOL	NAME & LOCATION	NUMBER OF YEARS COMPLETED (Do NOT write dates attended)	DID YOU GRADUATE?
HIGH SCHOOL			
TECHNICAL SCHOOL			
COLLEGE			
OTHER			

Please list any licenses or certifications that you possess that are applicable to the position sought, including whether the license or certification is currently valid, and, if so, its expiration day (if any), and the authority that issued the license or certification.

REFERENCES

Please list three people, who are not related to you, that you have known for at least one year, and whom we may contact as additional references.

NAME	HOW DO YOU KNOW THIS PERSON?	YEARS KNOWN	PHONE NUMBER	ADDRESS

APPLICANT'S STATEMENT

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentations on this application or during the employment process may be considered sufficient cause for rejection of this application or dismissal if I have been employed, no matter when discovered by <COMPANY NAME> (“the Company.”)

I authorize the Company to personally contact my former employers and references to obtain relevant information about my qualifications for employment. I hereby release and authorize my former employers and references to provide lawful information about me to the Company. I further authorize the Company, or its designated agent, to thoroughly investigate my background, references, education, criminal record, employment record, and other matters related to my suitability for employment.

I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create or does create an employment contract. I further understand that if I am hired, my employment will be at-will, which means that it is for no definite period and may be terminated at any time, without cause or prior notice, at the option of either myself or the Company.

I understand that employment is contingent upon my complying with the employment verification requirements of the Immigration Reform and Control Act.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire me.

If hired, I agree to abide by all Company work rules, policies and procedures relating to work performance and conduct.

I UNDERSTAND THAT THE COMPANY WILL ONLY CONSIDER THIS APPLICATION FOR 30 DAYS, AND THAT I WILL HAVE TO COMPLETE A NEW APPLICATION IF I WANT TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT PERIOD OF TIME.

Signature of Applicant _____ Date _____