

## Application for Employment

*All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or Veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.*

**PERSONAL INFORMATION:** (please print).

DATE: \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Last) (First) (Middle In)

Address \_\_\_\_\_  
No. Street City State Zip

Telephone No. \_\_\_\_\_ Referred by: Our Ad \_\_\_ / Emp. Agency \_\_\_ / Friend or Relative \_\_\_

Are you over 18 years of age? \_\_\_ Yes \_\_\_ No ~ If NO, a work permit will be required

Are you legally eligible for employment in the United States? \_\_\_\_\_  
(If hired, verification will be required by law)

Position(s) applied for \_\_\_\_\_ Full time \_\_\_ Part Time \_\_\_

Please select the days and hours available:

Times	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
AM							
PM							

Date you are available to start work: \_\_\_\_\_ Salary or Wages desired: \$ \_\_\_\_\_ hr. \_\_\_ wk. \_\_\_

Have you ever worked for us before? \_\_\_\_\_ If YES, when? \_\_\_\_\_ Position \_\_\_\_\_

Please tell us about any special qualifications or skills you may have that will assist your success:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EDUCATION: name/ location of school	Course of study	Years Completed	Graduate?
High School			
College			
Other			

Are you employed at the present time? \_\_\_ Yes \_\_\_ No If hired, are you willing to work over time? \_\_\_ Yes \_\_\_ No

Have you ever been bonded? \_\_\_\_\_ If YES, list name(s) of employer(s): \_\_\_\_\_

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses) \_\_\_ Yes \_\_\_ No  
 If YES, please list convictions: \_\_\_\_\_

**PRIOR EMPLOYMENT:** (Start with the most recent Employer)

<b>EMPLOYER:</b>	FROM:	TO:
<b>ADDRESS:</b>	<b>POSITION:</b>	
<b>DUTIES:</b>	<b>SUPERVISORS NAME:</b>	
<b>REASON FOR LEAVING:</b>	<b>PHONE:</b>	
	<b>STARTING SALARY/ WAGES:</b>	
	<b>ENDING SALARY/ WAGES:</b>	
<b>EMPLOYER:</b>	FROM:	TO:
<b>ADDRESS:</b>	<b>POSITION:</b>	
<b>DUTIES:</b>	<b>SUPERVISORS NAME:</b>	
<b>REASON FOR LEAVING:</b>	<b>PHONE:</b>	
	<b>STARTING SALARY/ WAGES:</b>	
	<b>ENDING SALARY/ WAGES:</b>	
<b>EMPLOYER:</b>	FROM:	TO:
<b>ADDRESS:</b>	<b>POSITION:</b>	
<b>DUTIES:</b>	<b>SUPERVISORS NAME:</b>	
<b>REASON FOR LEAVING:</b>	<b>PHONE:</b>	
	<b>STARTING SALARY/ WAGES:</b>	
	<b>ENDING SALARY/ WAGES:</b>	

**MILITARY SERVICE:**

Branch of Service:	From	To	Rank and Duties	Date Discharged

**PERSONAL REFERENCES:**

NAME	ADDRESS	YEARS KNOWN	TELEPHONE

*The above information is true and complete to the best of my knowledge. Should I be employed by the company, any misrepresentation or false statements contained herein may be considered cause for possible dismissal. The company has my permission to obtain all necessary information from the references I have listed, or any other sources concerning my prior employment, personal history or credit standing... and I release all parties from any possible damages resulting from disclosing such information, with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the company.*

*I understand this application does not constitute an employment contract of any kind. Should I be employed by the company, I may resign such employment at any time at my discretion with or without prior notice and the company may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.*

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_