

Employment Application

Equal Opportunity Employer. Programs, services and employment are available to everyone equally. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview

APPLICANT DATA:

Position Applied For: _____

Date: _____

Full Name: _____

Address: _____
Last City: Middle State: Zip:

Phone: () Cell/Beeper/Other Phone: E-Mail Address:

Date Available to Start: Social Security #: Salary Requirements

If you are under 18 and we require a work permit, can you furnish one? ____ Yes ____ No

If no, please explain: _____

Have you ever worked for _____? ____ Yes ____ No If yes, When? _____

Are you a United States citizen? ____ Yes ____ No If not, are you legally allowed to work in the United States? ____ Yes ____ No

Type of employment desired: ____ Full ____ Part Time ____ Temporary ____ Seasonal

Have you ever pled "guilty," "no contest," or been convicted of a felony? ____ Yes ____ No

If yes, give dates and details: _____

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

Driver's License number if applicable to position: _____ State: _____ Who referred you to our company? _____

Education:

High School Address: _____

of Years Completed: Did you graduate? ____ Yes ____ No

GPA: Class Rank: _____

College/University: Address: _____

of Years Completed: Did you graduate? ____ Yes ____ No

Major: GPA Class Rank: _____

Other: Address: _____

of Years Completed: Did you graduate? ____ Yes ____ No

Major: GPA: Class Rank: _____

References:

Please furnish the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed:

Name: Phone: () _____

Address: City: State: Zip: _____

Name: Phone: () _____

Address: City: State: Zip: _____

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

PREVIOUS EMPLOYMENT (BEGIN WITH MOST RECENT POSITION):

Dates of Employment: From ____/____/____ To ____/____/____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: () _____ Supervisor: _____ Title: _____
Responsibilities: _____
Starting Salary and Title: _____ Ending Salary and Title: _____
Reason for Leaving: _____
May we contact this employer for a reference? ____ Yes ____ No

Dates of Employment: From ____/____/____ To ____/____/____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: () _____ Supervisor: _____ Title: _____
Responsibilities: _____
Starting Salary and Title: _____ Ending Salary and Title: _____
Reason for Leaving: _____
May we contact this employer for a reference? ____ Yes ____ No

Dates of Employment: From ____/____/____ To ____/____/____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: () _____ Supervisor: _____ Title: _____
Responsibilities: _____
Starting Salary and Title: _____ Ending Salary and Title: _____
Reason for Leaving: _____
May we contact this employer for a reference? ____ Yes ____ No

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability when responding to inquiries in connection with my application.

In the event I am offered employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____