

For use in all states
EXCEPT: MA, MD, MI,
MN, OR, and WA

Application For Employment

Date ____ / ____ / ____

We are committed to a policy of Equal Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability or veteran status.

Background Check and Drug Screening Required for All Applicants

Personal Background

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Phone Number _____ Referred By _____

Email _____

Position Applying For _____ Date You Can Start ____ / ____ / ____

Full Time Part Time Specify Hours _____ Salary Desired _____

Are you employed? Yes No If yes, may we inquire of your present employer? Yes No

Are you willing to work overtime? Yes No

If driving is a requirement of the job for which you are applying, do you have a valid driver's license? Yes No

If you are a minor, can you produce the work certificate necessary to obtain employment? Yes No

Are you able, at the time of employment to submit verification of your legal right to work in the U.S.? Yes No
(Verification and completion of Form I-9 must be submitted no later than three business days after date of hire.)

Have you ever been convicted of a felony, which is substantially related to the functions or qualifications of the position(s) for which you are applying? Yes No

*Note: This question does not apply to convictions which have been expunged or sealed.
A conviction record will not necessarily be a bar to employment.*

If so, please describe fully the criminal conviction(s), listing the nature of the offense(s) and your rehabilitation since the conviction(s).

Educational Background	Name and Location of School	Circle Highest Grade Completed	Major Area of Study
High School			
College			
Trade, Business, or Graduate School			

Specialized technical skills (i.e., computer programming/language, software, equipment operation, special tools or machines)

Work Experience
Please list below your last four employers, starting with your present or last place of employment. You may include any verifiable work performed on a volunteer basis, internship, or military service.

Date Month/Year	Name, Address & Phone # of Employer	Salary	Position	Name of Supervisor	Reason for Leaving
From: _____ To: _____					
From: _____ To: _____					
From: _____ To: _____					
From: _____ To: _____					

References

Please give the name of three additional work-related references whom we may call. Please do not list relatives. Individuals with no prior work experience may list school or volunteer-related references.

Name & Position	Company	Telephone Number
1. _____		
2. _____		
3. _____		

Applicant's Statement

By signing this application, I understand that if hired by the company, I will be an employee at will. This means my employment with the company may be terminated at any time at the option of the company or me. I also understand that neither this application nor any communication by a management representative is intended to create or does in fact create a contract of employment.

I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on my part of the facts in this application may result in immediate dismissal.

I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

Applicant's Signature _____ **Date** ____/____/____

1. For office use only Interviewer _____ Date _____ Position _____	2. For office use only Interviewer _____ Date _____ Position _____	3. For office use only Interviewer _____ Date _____ Position _____
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