



EMPLOYMENT APPLICATION

Dear Applicant:

We appreciate your interest in our organization. Our goal is to make the best hiring decisions possible and to effectively match people and positions. A clear understanding of your background and work history will help us make an informed decision regarding your qualifications for the position which you are applying. Please take time to answer every question completely and accurately and sign in the designated places. This form will remain in your file if you are employed.

It is the policy of the Company to afford equal opportunities to all applicants and employees regardless of race, color, religion, national origin, age, non-disqualifying disability or status as a disabled or Vietnam era veteran.

In addition to this application, the employment process may include any and all of the following procedures:

1. Testing – aptitude, personality and / or skills
2. Multiple interviews
3. Thorough background checks
4. Drug screening test
5. Post-offer, pre-employment physical

Please note that these procedures may or may not occur in the order listed above and that all procedures are not used for all positions.

Your signature below indicates that you have read and understand the above information. Please sign before completing your application.

Applicant Signature

PERSONAL INFORMATION

Name: _____ DoB: _____
Last First M

Daytime Phone: _____ Social Security Number: _____

Alternate Phone: _____ E-mail: _____

Mailing address: _____
Street City State ZIP

Previous address: _____
Street City State ZIP

Position Applying for: _____ Salary desired: _____

Employment Status Desired: ☐ Full-Time ☐ Part-time ☐ Temp

If you are not a US citizen, please give US Visa status: Type _____

(WITHOUT EXCEPTION, ALL APPLICANTS WILL BE REQUIRED TO COMPLETE AN IMMIGRATION FOR AND CONTROL ACT CERTIFICATION FORM.)

EDUCATIONAL HISTORY

Type of School	Name & Location	Dates Attended	Did you Graduate?	Cert / Degree Received	Major Course of Study	Grade Pt. Average
High School						
Tech School						
College / University						
Graduate School						
Other						

Please list any special skills or training you have that are related to the job for which you are applying:

DRIVING HISTORY

Do you have a valid driver's license? _____ DL #: _____ State: _____

Has your license ever been revoked or suspended? _____ If so, please explain:

EMPLOYMENT RECORD REQUIRED – PLEASE FILL OUT COMPLETELY

Beginning with the most recent employer, list all past employers and account for any time unemployed.

Name of Company: _____

Address: _____

Dates of Employment: _____ Salary: _____

Job Title: _____ Duties: _____

Immediate Supervisor & Phone: _____

Reason for Leaving: _____

Name of Company: _____

Address: _____

Dates of Employment: _____ Salary: _____

Job Title: _____ Duties: _____

Immediate Supervisor & Phone: _____

Reason for Leaving: _____

Name of Company: _____

Address: _____

Dates of Employment: _____ Salary: _____

Job Title: _____ Duties: _____

Immediate Supervisor & Phone: _____

Reason for Leaving: _____

PERSONAL OR BUSINESS REFERENCES

Please list three reference who are familiar with your work or educational background.

Name	Phone	Relationship
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Name	Phone	Relationship
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Name	Phone	Relationship
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Will you be engaged in any other business or employment if employed by the Company? _____ If yes, please explain:

Have you ever been convicted of a felony or misdemeanor? _____ If yes, please explain:

I certify that the facts set forth in my application for employment are true and complete. I understand that if employed, false or incomplete statements or any misleading or incorrect information given on this application shall be considered sufficient cause for dismissal. I authorize the Company to contact any of my previous employers, as well as any other credit or reference source to verify the facts and information that I have furnished regarding my qualifications. I hereby release from liability any persons and organizations furnishing references or other information concerning me.

I understand that the completion of this application is not to be construed as an express or implied contract of employment of guarantee leading to employment. **Furthermore, my term of employment is “at-will”, and if hired, shall be for no definite period and may be terminated at any time by employee or employer.**

Applicant Signature

Date