

Number: \_\_\_\_\_

Application for Employment  
with



DO NOT REMOVE THIS  
APPLICATION FROM OFFICE.

Date Application Submitted: \_\_\_\_\_

Application will be active for 30 days following the day submitted.



Employment Application

Applicant Information

Full Name: Last First M./ Date:

Address: Street Address Apartment/Unit # City State ZIP Code

Phone: Email:

Date Available: Social Security No.: Desired Salary: \$

Position Applied For:

Are you at least 18 years of age or older?

Yes No

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Do you have any relatives that currently work for this company? YES NO If so, who?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Diploma:

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_  
Yes/No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_  
Yes/No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_  
Yes/No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_  
Yes/No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_  
Yes/No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_  
Yes/No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_  
Yes/No

# IMPORTANT INFORMATION AND CONDITIONS

PLEASE BE SURE TO READ THE FOLLOWING STATEMENTS CAREFULLY  
AND SIGN THIS APPLICATION

- I. I certify that all statements contained in this application or made in conjunction with it, are true and correct, and misrepresentation or omission of facts called for are grounds for disqualification from employment or may result in dismissal whenever the correct information becomes known to the company. I understand that this application for employment does not in any way constitute an offer of employment or a contract of employment. Employment with the company is not by contract express or implied. Furthermore, should I be employed I understand that my employment is for no definite duration, and no representative of the company other than the president has the authority to make any assurances to the contrary.
- II. I give the company the right to investigate all references and the right to secure additional information about me including the right to obtain investigative reports including but not limited to: consumer reports, motor vehicle reports, criminal background checks, social security verification. Furthermore, I authorize all my current and former employers, school officials, and instructors, licensing board, reporting agencies or any other persons whether or not such information is in their written records. I release to the company and its representatives from seeking such information and I release those companies, agencies, and individuals supplying such information from any liability for any damage whatsoever resulting from the giving of such information.
- III. If I am extended an offer to work for the company, I understand I may be required to pass a physical examination which could include a drug screening.
- IV. I understand that if employed all of the company's policies and procedures (in whole or in part) do not constitute a contract of employment and that I agree to read and familiarize myself with all written policies and procedures which are subject to modification on by the company with or without notice.
- V. I understand all benefits available through the company vary depending upon classification and status. Benefits, of course, are subject to plan eligibility requirements.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_