



**Application for Employment**  
 An Equal Opportunity Employer  
 (Valid for 90 days)

*The Company reviews applications and employs persons without regard to race, creed, color, sex, religion, age, national origin, physical or mental disability, marital status, veterans' status, citizenship status or any other category protected by local, state or federal law. In addition, the company makes reasonable accommodation to the needs of disabled applicants and employees, so long as this does not create an undue hardship on the Company or threaten the health or safety of others at work. If you need assistance in completing this application let us know and we will provide assistance. The receipt of this application does not mean that job openings exist at our Company and does not obligate the Company in any way. We appreciate your interest in our Company.*

**Please answer all questions. Resumes are not accepted in lieu of completion of this application.**

**Note: This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions.**

\_\_\_\_\_  
 Last Name (Please Print)                      First                      Middle                      Social Security Number                      Date

\_\_\_\_\_  
 Present Address: Street                      City /State                      Zip Code                      Phone Number

Do you have the legal right to work in this country? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_ Yes \_\_\_\_ No If **Yes**, give dates and explain. (Attach separate paper if necessary.) A conviction will not necessarily disqualify you from employment.

Are you over 18 years of age? \_\_\_\_ Yes \_\_\_\_ No      Position applying for: \_\_\_\_\_

**EDUCATIONAL DATA**

| School      | Print Name, Number, and Street, City, State and Zip<br>Code for each School | # of Years Completed | Degree | Major Course of Study |
|-------------|---|----------------------|--------|-----------------------|
| High School |   |                      |        |                       |
| College     |   |                      |        |                       |
| Other       |   |                      |        |                       |

Other Skills: List other job-related skills or qualifications that support your application. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Honors Received: \_\_\_\_\_

Have you had prior educational experience that relates to the job for which you are applying? \_\_\_\_ Yes \_\_\_\_ No

If **Yes**, describe: \_\_\_\_\_

Are you a veteran of the U.S. Military Service? \_\_\_\_ Yes \_\_\_\_ No      If **Yes**, what branch of Service? \_\_\_\_\_

If **Yes**, beginning and end date of active duty: from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Discharge from Military Service: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

**ALL FORMER JOBS** (List most recent job first.) Account for all time periods including **unemployment, self-employment and military service.**  
 (Attach separate paper(s), if necessary.)

|                    |                                     |                      |
|--------------------|-------------------------------------|----------------------|
| Employer           | Dates Employed (From/To)            | Immediate Supervisor |
| Address            |                                     |                      |
| Job Title          | Hourly Rate/Salary (Starting/Final) | Telephone No.        |
| Work Performed     |                                     |                      |
| Reason for Leaving |                                     |                      |

|                    |                                     |                      |
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| Employer           | Dates Employed (From/To)            | Immediate Supervisor |
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| Address            |                                     |                      |
| Job Title          | Hourly Rate/Salary (Starting/Final) | Telephone No.        |
| Work Performed     |                                     |                      |
| Reason for Leaving |                                     |                      |

Have you ever been dismissed or forced to resign from any employment? \_\_\_Yes \_\_\_No If **Yes**, please explain:

\_\_\_\_\_

Are you now employed? \_\_\_Yes \_\_\_No Are you on a layoff? \_\_\_Yes \_\_\_No Are you subject to recall? \_\_\_Yes \_\_\_No

May we contact your present employer? \_\_\_Yes \_\_\_No Previous Employers? \_\_\_Yes \_\_\_No

Please identify any exceptions and reasons for not contacting prior employers: \_\_\_\_\_

Are there any hours, shifts or days you will not work? \_\_\_Yes \_\_\_No If **Yes**, explain: \_\_\_\_\_

Total hours available per week \_\_\_\_\_ Date available to start \_\_\_\_\_

Detailed availability (indicate hours available each day):

|      | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------|--------|---------|-----------|----------|--------|----------|--------|
| From |        |         |           |          |        |          |        |
| To   |        |         |           |          |        |          |        |

Do you have reliable transportation to work? \_\_\_Yes \_\_\_No

Will you work overtime if asked? \_\_\_Yes \_\_\_No

Do you have any friends or relatives that work here? \_\_\_Yes \_\_\_No

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

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

**CHARACTER REFERENCES**

List three persons **not related to you**, whom you have known at least one year:

NAME

ADDRESS AND TELEPHONE

OCCUPATION

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List below any other information or remarks that you wish to have considered as a part of your application for employment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you filed an application here before? \_\_\_Yes \_\_\_No

If **Yes**, give dates: \_\_\_\_\_

Have you ever been employed here before? \_\_\_Yes \_\_\_No

If **Yes**, give dates: \_\_\_\_\_

**APPLICANT'S STATEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give the Employer permission to contact schools, previous employers, references, and others, and hereby release the Employer from liability as a result of such contact. I understand that misinterpretations, omissions of facts, or incomplete information requested in this application may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application will be cause for dismissal at any time without any previous notice.

Employment at the Company is on an "at-will" basis. I understand that my employment with the Employer is for no specific term and may be terminated by me or the Employer with or without notice or cause at any time. I further understand that no oral promise, Employer policy, custom business practice or other procedures (including the Employer's Personnel Handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between the Employer and me.

The contents of any employee handbook or personnel manuals, as well as other Employer policies and practices, are subject to change or modification by the Employer, solely at its discretion; without notice. I also understand that no supervisor or other official of the Employer (except its Senior Management, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

We reserve the right to require a drug screen of any applicant or employee, whenever, in the opinion or management, this is necessary.

This application will remain active for (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days should reapply.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_