

Application for Employment

Name: _____ Date: _____
Last First Middle

Address: _____
Address City State Zip

Phone: _____ Social Security Number: _____

Driver's License Number: _____ State _____ Class _____ Expiration Date _____

Position Applying For: _____ Salary Desired: _____

Type of employment desired? Part-time _____ Full-time _____ Temporary _____

Ever applied to this company before? _____ When? _____ Who referred you? _____

Are you employed now? _____ If so may we inquire of your present employer? _____

Are you 18 years or older? _____ Are you 21 years or older? _____

Eligible for employment in the US? _____ Date you are available to start work: _____

Have you ever been convicted of a felony? _____ If yes please explain fully below. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.

Education Background

High School _____ Years completed _____ Did you graduate? _____

College _____ Years completed _____ Did you graduate? _____

Other school _____ Subject or trade? _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

List any other job-related information you would like us to know:

References

Name Address Phone# Years known

Name Address Phone# Years known

Name Address Phone# Years known

Employment History

List your last [4] employers, starting with the most recent.

Employer _____ Phone _____

Address _____ City _____ State _____

Start date _____ to _____ Job Title _____ Supervisor _____

Duties _____

Hourly Rate/Salary _____ Reason for leaving _____

May we contact for a reference? _____ If no, please explain _____

Employer _____ Phone _____

Address _____ City _____ State _____

Start date _____ to _____ Job Title _____ Supervisor _____

Duties _____

Hourly Rate/Salary _____ Reason for leaving _____

May we contact for a reference? _____ If no, please explain _____

Employer _____ Phone _____

Address _____ City _____ State _____

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Employer _____ Phone _____

Address _____ City _____ State _____

Start date _____ to _____ Job Title _____ Supervisor _____

Duties _____

Hourly Rate/Salary _____ Reason for leaving _____

May we contact for a reference? _____ If no, please explain _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as vendor or customer). The company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____