



Employment Application

PERSONAL

Name _____
Last First Middle Initial

Date _____

Social Security No. _____

Present Address: _____
No. Street City State Zip

Telephone No. (_____) _____ Position Applied For _____ Earnings Expected \$ _____

In the table below, indicate the hours you are available each day. Do you want to work Full-time or Part-time

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No
AM								
PM								When could you start work? _____

Have you worked for us before? Yes No If yes, where? _____ When? _____

Who was your supervisor? _____

How did you learn of this position? _____

If hired, on what date will you be available to start work? _____

Are you at least eighteen (18) years of age? Yes No

If not, can you submit a work permit? Yes No

Are you a United States Citizen or authorized to work in the United States? Yes No

If hired, according to the Immigration Reform and Control Act of 1986, you will be required to submit proof of citizenship or work authorization.

Have you been convicted of a felony within the last five (5) years? Yes No

If yes, please explain the conviction _____

(The existence of a criminal record does not create an automatic barrier to employment.)

EDUCATION AND TRAINING

NAME OF SCHOOL AND LOCATION	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?	DEGREE RECEIVED	MAJOR SUBJECTS STUDIED
HIGH SCHOOL Name _____ Address _____	1 2 3 4	Yes No <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> GENERAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> COLLEGE PREP <input type="checkbox"/> _____
COLLEGE Name _____ Address _____	1 2 3 4	Yes No <input type="checkbox"/> <input type="checkbox"/>		MAJOR _____ MINOR _____
GRADUATE SCHOOL Name _____ Address _____	1 2 3 4	Yes No <input type="checkbox"/> <input type="checkbox"/>		MAJOR _____ MINOR _____
TRADE SCHOOL Name _____ Address _____	1 2 3 4	Yes No <input type="checkbox"/> <input type="checkbox"/>		MAJOR _____ MINOR _____

LIST SPECIFIC JOB SKILLS AND MACHINES OR EQUIPMENT YOU CAN OPERATE

REFERENCES (Do not include relatives)

Name and Occupation	Address	Phone Number
1.		
2.		
3.		

PRIOR WORK HISTORY (List in order, last or present employer first. Attach additional sheet if necessary)

DATES		NAME, ADDRESS AND TELEPHONE NUMBERS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME, TITLE & PHONE NUMBER	REASON FOR LEAVING
From	To		Start	Finish		

YOUR TITLE _____ DESCRIBE IN DETAIL THE WORK YOU DID _____

DATES		NAME, ADDRESS AND TELEPHONE NUMBERS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME, TITLE & PHONE NUMBER	REASON FOR LEAVING
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From	To		Start	Finish		

YOUR TITLE _____ DESCRIBE IN DETAIL THE WORK YOU DID _____

May we contact the employers listed above? _____ If not, indicate below which one(s) you do not wish us to contact.

SUMMARY

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/ her complete background. To assist in finding the proper position for you, use the space below to summarize any additional information necessary to describe your full qualifications.

PLEASE READ CAREFULLY

APPLICANT'S CERTIFICATION AND AGREEMENT

I Certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that if I am employed, omission or falsified statements on this application shall be considered sufficient reason for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative agency of bureau of your choice. However, I will be advised if an investigation report is obtained. I understand and agree that if employment is offered to me and I accept employment, my employment may be terminated at will at any time with or without cause and with or without notice, by myself or by the company. The at-will nature of the employment can only be modified in writing by the President of the Company.

Date _____ Signature of Applicant _____

Our company is and Equal Opportunity Employer, without regard to race, color, creed, sex, national origin, age, handicap or other protected groups.

This Application is valid for this location only and will be kept active on file for 30 days.