



## APPLICATION FOR EMPLOYMENT

		Today's Date	
First Name	MI	Last Name	
Current Address			
City		State	Zip Code
Phone Number	E-mail Address		

### POSITION DESIRED

How did you hear about the position?	Have you submitted an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position	
Date available to start work	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	If part-time, specify hours and days available

### EDUCATION & TRAINING

	SCHOOL NAME	LOCATION	DEGREE/DIPLOMA MAJOR COURSE OF STUDY	GRADUATE?
High School/GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No

### EMPLOYMENT HISTORY

(MOST RECENT)

Employer		Position	
Address		Type of Business	
Phone Number	Supervisor	Reason for leaving	
Dates employed: from (mm/yy) ___/___	Dates employed: to (mm/yy) ___/___	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> NO	
Job Description:			

Employer		Position	
Address		Type of Business	
Phone Number	Supervisor	Reason for leaving	
Dates employed: from (mm/yy) ___/___	Dates employed: to (mm/yy) ___/___	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> NO	
Job Description:			

Employer		Position	
Address		Type of Business	
Phone Number	Supervisor	Reason for leaving	
Dates employed: from (mm/yy) ___/___	Dates employed: to (mm/yy) ___/___	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> NO	
Job Description:			

Employer		Position	
Address		Type of Business	
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Dates employed: from (mm/yy) ___/___	Dates employed: to (mm/yy) ___/___	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> NO	
Job Description:			

Employer		Position	
Address		Type of Business	
Phone Number	Supervisor	Reason for leaving	
Dates employed: from (mm/yy) ___/___	Dates employed: to (mm/yy) ___/___	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> NO	
Job Description:			

**BUSINESS REFERENCES**

NAME	TITLE	ASSOCIATION	TELEPHONE

**SKILLS**

List any skills that would benefit in the job you are applying for.	
Other languages spoken?	Read and write?

**Applicants must complete all sections of the application for employment. Failure to complete application accurately may result in a delay in the recruitment process.**

**EQUAL OPPORTUNITY EMPLOYER- It is our policy to abide by all federal, state, and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.**

**APPLICANT AGREEMENT**

I certify that all the information submitted by me on this application (and accompanying resume, if any) is true and complete, and I understand that if any false, misleading or misrepresentations information are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Company's option.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers public agencies, license authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I also understand, if I am hired, I will be required to provide proof of identity and legal authorizations to work in the US as required by federal immigration laws.

This Company does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state, or local law.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_