



APPLICATION FOR EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, color, religious belief, sex, age, national origin, disability, veteran status or any other status protected under applicable local, state, or federal law.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Current Address:

Street and Apt. # _____ City _____ State _____ Zip Code _____

Permanent Address (if different from above):

Street and Apt. # _____ City _____ State _____ Zip Code _____

Telephone: _____ E-mail: _____

Social Security #: _____ - _____ - _____ Driver's License #: _____ State: _____

I am a U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

Yes **No**

If applicable, please list your visa type, visa # and expiration: _____

Have you ever served in the U.S. Military? **Yes** **No**

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Special Honors: _____

EMPLOYMENT HISTORY:

You may attach a résumé in lieu of completing portions of the following section.

Present or Most Recent Employer

Employer: _____ Address: _____

Your Position: _____ Annual Salary or hourly rate: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reason for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Annual Salary or hourly rate: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reason for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Annual Salary or hourly rate: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reason for Leaving: _____

Have you ever been convicted of a felony? **Yes** **No**
If you answered yes, please explain:

EDUCATION

You may attach a résumé in lieu of completing portions of the following section.

College or University	
Name and Address _____	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attended from _____ to _____.
Degree: _____	Major: _____
Special honors or awards: _____	

College or University	
Name and Address _____	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attended from _____ to _____.
Degree: _____	Major: _____
Special honors or awards: _____	

Technical or Vocational School	
Name and Address _____	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attended from _____ to _____.
Degree or Certification: _____	Specialty: _____
Special honors or awards: _____	

High School	
Name and Address _____	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attended from _____ to _____.
If you did not graduate, did you receive your GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Special honors or awards: _____	

POSITION INFORMATION:

Position Specifications

Position applying for: _____

How did you hear about this job? _____

What hours are you willing to work? _____

When would you be able to start? _____

Desired salary: _____ per _____

If hired, would you be able to perform all functions and all necessary job requirements of the particular job for which you are applying? Yes___ No___ If no, please explain.

Skills

Please describe any skills you have in the following areas:

Computer:

Languages Spoken (other than English):

Other:

References: Please list the names and phone numbers of three professional references.

1. _____

2. _____

3. _____

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history. Offers of employment are contingent upon successful completion of a background check and drug screen test.

Signature: _____ **Date** _____