

# Application For Employment

*An Equal Opportunity Employer*

*M/F/V/D*

**Note:** Please answer all questions. Be sure to date and sign this application. Applicants may request assistance, if needed, to complete the application.

PERSONAL DATA			
Name _____		Date _____	
Last	First	Middle	
Present Address _____		Telephone _____	
Street	City	State	
Telephone number other than home where you can be reached _____			
Are you under age 18. _____ Yes _____ No    If yes, do you have a work permit? ._____ Yes _____ No			
Position applying for: _____		Shift: _____	
Date available for work: _____		Referred by: _____	
Have you applied for a job at this company before? _____ When? _____			
Have you worked for this company before? _____ When? _____			
Do you have relatives employed by this company? _____			
If yes, indicate name and relationship: _____			
1) _____			
2) _____			
3) _____			
In case of emergency, please notify: _____			
Name		Telephone	
Are you willing to relocate?    Yes _____    No _____			

EDUCATIONAL BACKGROUND			
Education <i>Circle Highest Grade Completed</i>	Name & Address of School	Course of Study	Degree Received
High School 9    10    11    12			N/A
College 1    2    3    4			
Graduate School 1    2    3    4			
Other / Trade School 1    2			
Are you currently enrolled in school?    Yes _____    No _____			
If so, where and what is your course of study? _____			
List scholastic honors attained _____			

## U.S. MILITARY SERVICE

Branch \_\_\_\_\_ Last Rank \_\_\_\_\_  
Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_  
Military Job \_\_\_\_\_ Reserve Status \_\_\_\_\_

## GENERAL

Have you ever been convicted of a violation of any federal, state, county or municipal law, other than minor traffic violations? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

NOTE: A "yes" answer to this question will not automatically disqualify you from employment with the Company. Any conviction will be evaluated by the company in light of the position that you are seeking.

## EMPLOYMENT RECORD

Begin with the most recent employer. Include prior employment with this Company.

Employer _____ Address _____ Date Began _____ Date Left _____ May We Contact? _____ Immediate Supervisor _____ Ending Rate of Pay _____	Job Responsibilities _____ _____ _____ Reason for Leaving _____
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Employer _____ Address _____ Date Began _____ Date Left _____ May We Contact? _____ Immediate Supervisor _____ Ending Rate of Pay _____	Job Responsibilities _____ _____ _____ Reason for Leaving _____
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Employer _____ Address _____ Date Began _____ Date Left _____ May We Contact? _____ Immediate Supervisor _____ Ending Rate of Pay _____	Job Responsibilities _____ _____ _____ Reason for Leaving _____
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Employer _____ Address _____ Date Began _____ Date Left _____ May We Contact? _____ Immediate Supervisor _____ Ending Rate of Pay _____	Job Responsibilities _____ _____ _____ Reason for Leaving _____
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# Additional Information

**Note:** Please answer all questions applicable to you and the position for which you are applying.

## SECRETARIAL/CLERICAL

What is your profession? \_\_\_\_\_

List all office equipment on which you have skills and indicate extent of experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Typing Speed \_\_\_\_\_ WPM

## SKILLED TRADES

What is your profession? \_\_\_\_\_

List tools/machines on which you have skills and indicate extent of experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## GENERAL

Please describe your personal qualifications relative to the position for which you have made application.

Please indicate wage expected.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

List three personal references. Please include address and telephone.

1. \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

2. \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

3. \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

# Applicant's Statement

- 1. Verification:** I hereby certify that all answers given on this application (including supplements) are true and complete to the best of my knowledge. I understand that any misrepresentation or omission of facts given in my application and/or interviews may be sufficient cause for dismissal if and when discovered.
- 2. Application:** I understand that completion of this application by me does not indicate there are any positions available and does not in any way obligate this Company.
- 3. Authorization and Release:** I authorize this Company to make inquiries into all statements made by me and to obtain any information, transcripts, records, or documents pertaining to my background including but not limited to my personal, employment and financial history and other related matters. I authorize all schools, individuals, and employers to respond to inquiries in connection with my application. I hereby release all parties, including this Company, from any and all liability or damages arising therefrom.
- 4. Employment - At - Will:** I understand that this Employment Application and any other Company documents are not promises or contracts of employment. Should I be employed, I understand that my employment will not be for any particular period of time and will be at will. I can therefore terminate my employment with or without cause and with or without notice at any time and the Company has a similar right. I understand that no manager or representative of the Company has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing, except that a corporate officer may do so in writing.
- 5. Physical Examination and Health Statement:** I understand that I may be required to complete a health statement and submit to a pre-employment physical after an offer of employment has been made. I release the Company from any and all liability incident to the examination.
- 6. Alcohol and Drug Testing:** I agree to submit to a urinalysis and/or blood test for the presence of drugs or alcohol and understand that my offer of employment will be contingent upon the results of these tests. I agree to such an examination and/or testing at the Company's expense. I authorize release of the results to the Company and release the Company from any and all liability incident to the testing.
- 7. Company Policies:** If this application is considered favorably, I agree to abide and comply with all rules and policies of this Company. I understand that if I do not do so, I may be subject to disciplinary action, up to and including discharge.

\_\_\_\_\_ Yes    \_\_\_\_\_ No    I have read each of the above statements.

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

This application for employment shall be considered active for 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

FOR PERSONNEL DEPARTMENT USE ONLY			
Arrange Interview	_____ Yes	_____ No	
Remarks	_____		
	_____	INTERVIEWER	DATE
Employed	_____ Yes	_____ No	Date of Employment _____
Job Title	_____	Hourly Rate/Salary _____	Department _____
By	_____		DATE
	NAME AND TITLE		

**NOTES** \_\_\_\_\_

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