



Application for Employment

Name Last First Middle Social Security #

Address Street City State Zip Code

Telephone # Cell # E-mail Address

Position(s) applied for Date of Application

Referral Source (Please check the appropriate category and name the source.)

- Walk-in, School, Employee, Job Fair, Advertisement, Website, Government, Employment Agency, Other

If necessary, best time to call you at home is... AM PM
May we contact you at work? Yes No
If yes, work number and best time to call: AM PM

Have you submitted an application here before? Yes No
If yes, give date(s) and position(s):

Have you ever been employed here before? Yes No
If yes, give dates: From To

Are you legally eligible for employment in this country? Yes No

Date available to work

Hours available to work

What is your desired salary range or hourly rate of pay? \$ Per

Will you travel if job requires it? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No

Will you work overtime/ outside your regular hours if required? Yes No

If no, please explain:

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

- Yes No Need more information about the job "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying:

State

Have you ever been bonded? Yes No

Answering "yes" to either of the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? Yes No

Have you ever had adjudication withheld for any crimes? Yes No

If yes, please provide date(s) and details:

Have you entered into an agreement with any former employer or other party (such as a non-competition agreement) that might in any way, restrict your ability to work for our company?... Yes No

If yes, please explain:

## Employment History

Starting with your most recent employer, provide the following information.

Employer \_\_\_\_\_ ( ) Telephone # \_\_\_\_\_  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job title \_\_\_\_\_  
Immediate supervisor and title (for most recent position held) \_\_\_\_\_

Dates employed:	Month	Year	Month	Year
	/	/	/	/
<b>Compensation</b>				
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$		per

Why did you leave? \_\_\_\_\_  
Summarize the type of work performed and job responsibilities. \_\_\_\_\_  
What did you like most about your position? \_\_\_\_\_  
What were the things you liked least about the position? \_\_\_\_\_

Employer \_\_\_\_\_ ( ) Telephone # \_\_\_\_\_  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job title \_\_\_\_\_  
Immediate supervisor and title (for most recent position held) \_\_\_\_\_

Dates employed:	Month	Year	Month	Year
	/	/	/	/
<b>Compensation</b>				
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$		per

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Summarize the type of work performed and job responsibilities. \_\_\_\_\_  
What did you like most about your position? \_\_\_\_\_  
What were the things you liked least about the position? \_\_\_\_\_

Employer \_\_\_\_\_ ( ) Telephone # \_\_\_\_\_  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job title \_\_\_\_\_  
Immediate supervisor and title (for most recent position held) \_\_\_\_\_

Dates employed:	Month	Year	Month	Year
	/	/	/	/
<b>Compensation</b>				
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$		per

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Summarize the type of work performed and job responsibilities. \_\_\_\_\_  
What did you like most about your position? \_\_\_\_\_  
What were the things you liked least about the position? \_\_\_\_\_

Employer \_\_\_\_\_ ( ) Telephone # \_\_\_\_\_  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Job title \_\_\_\_\_  
Immediate supervisor and title (for most recent position held) \_\_\_\_\_

Dates employed:	Month	Year	Month	Year
	/	/	/	/
<b>Compensation</b>				
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$		per

Why did you leave? \_\_\_\_\_  
Summarize the type of work performed and job responsibilities. \_\_\_\_\_  
What did you like most about your position? \_\_\_\_\_  
What were the things you liked least about the position? \_\_\_\_\_

## Employment History (continued)

Explain any gaps in your employment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not addressed on previous page, have you ever been fired or asked to resign from a job? ..... Yes  No

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

## 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

Word Processing \_\_\_\_\_ Years: \_\_\_\_\_       Internet \_\_\_\_\_ Years \_\_\_\_\_  
 Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_       Other \_\_\_\_\_ Years \_\_\_\_\_  
 Presentation \_\_\_\_\_ Years: \_\_\_\_\_       Other \_\_\_\_\_ Years \_\_\_\_\_  
 E-mail \_\_\_\_\_ Years: \_\_\_\_\_       Other \_\_\_\_\_ Years \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	Major / Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____	

## References

List name and telephone number of three references that are not related to you.

If not applicable, list three school or personal references that are not related to you.

Name	Title	Relationship to you	Telephone	Number of years know
			( )	
			( )	
			( )	

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/ reserve national guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Is there any other job-related information you want us to know about you? \_\_\_\_\_

## Application 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 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, licensing 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 employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 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.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the forgoing express language are valid unless they are in writing and signed by the employer's president.

I understand that if I am hired, my employment will be subject to a probationary period, which ordinarily will not exceed 90 days from the date I am hired. If I am discharged at any time during the probationary period for unsatisfactory performance, I understand that this employer will not be charged for any unemployment benefits that may be paid to me for work I performed during the probationary period.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard. Furthermore, I understand that I am required to pay for the Background Screening, and that I will be reimbursed after successful completion of probationary period requirement.

**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, citizenship, 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, stigmatized, 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 a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

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.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

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

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Where we're the ROCK & you're the STAR!**

10/1/2014