



## Application for Employment

Position(s) applying for or type of work desired: \_\_\_\_\_

### Personal data

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Are you over 18? Yes \_\_\_ No \_\_\_

Driver's license #: \_\_\_\_\_ Expiration date: \_\_\_\_\_ State: \_\_\_\_\_

Can you submit proof of legal employment authorization and valid identity? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony? (a conviction will not necessarily disqualify you) Yes \_\_\_ No \_\_\_

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

### Employment preferences

Type of employment desired: Full Time \_\_\_ Part time \_\_\_ Temporary \_\_\_

Would you be willing to work any shift? Yes \_\_\_ No \_\_\_ Can you work overtime? Yes \_\_\_ No \_\_\_

Shift preferred: \_\_\_\_\_ Shift(s) you cannot work: \_\_\_\_\_

Date available to start: \_\_\_\_\_

### Education

School attended	Name/Location	Diploma received	Course of major
High School	_____	Yes ___ No ___	_____
College	_____	Yes ___ No ___	_____
Graduate School	_____	Yes ___ No ___	_____
Technical Training	_____	Yes ___ No ___	_____

### Honors and achievements

Honors and awards: \_\_\_\_\_

Foreign languages (proficiency to speak, read or write): \_\_\_\_\_

Professional/Technical affiliations: \_\_\_\_\_

Other special skills: \_\_\_\_\_

**United States military service:**

Service branch: \_\_\_\_\_ Initial rank: \_\_\_\_\_

Specialty: \_\_\_\_\_ Final rank: \_\_\_\_\_

Specialty training received: \_\_\_\_\_

**Employment**

Other name(s) under which employment may be verified: \_\_\_\_\_

May we contact your current employer? Yes \_\_\_\_ No \_\_\_\_

*Please list all jobs, military service and self-employment. Please begin with the*

Company name/ Address	Dates employed (mo./yr.)	Base rate of pay	Type of work performed/ Name and title of supervisor	Reason for leaving
	Fr: To:	\$ Per:		
	Fr: To:	\$ Per:		
	Fr: To:	\$ Per:		
	Fr: To:	\$ Per:		
	Fr: To:	\$ Per:		
	Fr: To:	\$ Per:		

**Applicant's Statement**

I understand that any omission or misrepresentation of material fact made by me in this application will be sufficient cause for cancellation of this application or separation from employment, whenever it may be discovered. I understand that if an offer of employment is made to me, I will be subjected to a pre-employment drug screening and consumer report/background check and will be required to sign an employee agreement of confidential and proprietary information and invention.

I further authorize any of my employers listed above, except my current employer if so noted, to give the Company any and all information concerning my previous employment and any pertinent information they may have, personal, or otherwise, and I release all parties from all liability that may result from furnishing this information to the Company.

I understand that the Company is an equal employment opportunity employer and makes all employment decisions

*I represent and warrant that I have read and fully understand the foregoing and that I seek employment under these conditions.*

without regard to race, creed, color, sex, sexual orientation, national origin, disability, veteran status or age. No questions on this application are used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law.

I understand that the Company follows an "employment at will" policy in that employment can be terminated, with or without cause and with or without notice at any time, at the opinion of either the Company or the employee; this "employment at will" policy cannot be changed verbally or in writing unless the change is specifically authorized in writing by the President of the Company. I understand that this application is not a contract of employment and that there is no agreement, expressed or implied, between the Company and myself for continuing or long-term employment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_