

# APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. Please print the application after you have entered your information and sign the second page of the Application. All information given will be held in strict confidence.

"This application is current only for thirty (30) days, at the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary to fill out a new application."

**NAME** \_\_\_\_\_  
Last First Initial

**SOCIAL SECURITY NO.** \_\_\_\_\_

**PRESENT ADDRESS** \_\_\_\_\_  
No. Street Apt. No.

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

**TELEPHONE NO.** \_\_\_\_\_  
Area Code

**Job applied for?** \_\_\_\_\_

**When are you available for employment?** \_\_\_\_\_

**Are you seeking**  **Full-time**  **Part-time**  **Temporary or Summer**  **employment?**

## RECORD OF EMPLOYMENT

<b>1. <u>CURRENT/MOST RECENT EMPLOYER</u></b>		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name and Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
Job Title and Duties					
<b>2. <u>NEXT PREVIOUS EMPLOYER</u></b>		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name and Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
Job Title and Duties					
<b>3. <u>NEXT PREVIOUS EMPLOYER</u></b>		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name and Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
Job Title and Duties					
<b>4. <u>NEXT PREVIOUS EMPLOYER</u></b>		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name and Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
Job Title and Duties					
<b>5. <u>NEXT PREVIOUS EMPLOYER</u></b>		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name and Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
Job Title and Duties					

Mo.	Yr.	Mo.	Yr.			
Job Title and Duties						

**UNEMPLOYMENT RECORD: Account for periods of unemployment for two (2) weeks or more during the past seven (7) years.**

Period: _____	Explain: _____	
Period: _____	Explain: _____	
Period: _____	Explain: _____	

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

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

Are you over 18 years of age?    Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a citizen of the United States or do you have a valid work permit?    Yes \_\_\_\_\_ No \_\_\_\_\_  
 (Federal law requires proof of identity and employment authorization for all new employees.)

For Driving Job Only: Do you have a valid driver's license?    Yes \_\_\_\_\_ No \_\_\_\_\_    License #: \_\_\_\_\_    State Issued: \_\_\_\_\_

**EDUCATION**

EDUCATION					SCHOOL NAME	MAJOR SUBJECTS
Elementary	5 _____	6 _____	7 _____	8 _____	_____	_____
High School	1 _____	2 _____	3 _____	4 _____	_____	_____
College	1 _____	2 _____	3 _____	4 _____	_____	_____
Other (Business, Vocational, Military)					_____	_____

If you are an experienced operator of any business/plant machines or equipment, please list:

_____	_____	_____
_____	_____	_____
_____	_____	_____

**HEALTH**

Do you have any physical limitations which would prevent or impair performance of the job for which you are applying?    Yes \_\_\_\_\_ No \_\_\_\_\_

Would you take a physical examination (including but not limited to urine, blood or other examination for evidence of drug or other chemical use)?    Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES**

Give three references, not relatives.

Name	Address	Phone	Occupation

**AFFIDAVIT**

This Application for Employment is being used to notify me that the nature and scope of the investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, and custodians of official records. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment.

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I agree that the Employer shall not be liable in any respect if my employment is terminated because of falsity of statements, answers or consequential omissions made by me in this questionnaire. I also authorize the companies, schools or persons named above to give any information regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damage for issuing this information. I certify that all statements and answers to questions are true and were made by me without any reservations. I understand that any misleading or incorrect statements may render this application void, and if employed, would be cause for termination. I also understand that if employed, either the Employer or I may terminate our relationship at will, without notice or for any reason and that this employment application does not constitute an employment contract. This Employer is hereby authorized to release to any other firm or person with whom I may seek employment, any and all information concerning my employment.

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Signature

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Date