APPLICATION FOR EMPLOYEMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, marital status, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors

|  |
| --- |
| Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT,** except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.  Job applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you seeking: Full-time Part-time  Temporary  When could you start work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

General

Last Name First Name Middle Name Telephone Number

Present Street Address City State Zip Code

Email Address

Are you 18 years of age or older? ……………………………………………………………………….Yes  No 

(If you are hired, you may be required to submit proof of age.)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied here before? Yes  No  If yes, when?

Were you ever employed here? Yes  No  If yes, when?

If employed, do you expect to be engaged in any additional business

or employment outside of our job? ………………………………………………………………… Yes  No 

If yes, give details –

Education

|  |  |  |  |
| --- | --- | --- | --- |
|  | List names and address of schools | Number of years completed | Diploma/ Degree/ Certificate |
| High School or GED |  |  |  |
| College or University  Subjects Studied |  |  |  |
| Vocational or Technical  Subjects Studied |  |  |  |

Special Skills

What skills or additional training do you have that are related to the job for which you are applying?

What machines or equipment can you operate that are related to the job for which you are applying?

For driving jobs **only:** Do you have a valid driver’s license? ................................................. Yes  No 

Driver’s License Number Class of license State licensed in

Have you had your driver’s license suspended or revoked in the last 3 years? …………….. Yes  No 

If yes, give details:

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.)

Work History

|  |  |
| --- | --- |
| Name, Address and Telephone number of employer | Employed Supervisor(s)  From (mo/yr) To (mo/yr)  Reason for leaving: |
| Title |  |
| Name, Address and Telephone number of employer | Employed Supervisor(s)  From (mo/yr) To (mo/yr)  Reason for leaving: |
| Title |  |
| Name, Address and Telephone number of employer | Employed Supervisor(s)  From (mo/yr) To (mo/yr)  Reason for leaving: |
| Title |  |
| Name, Address and Telephone number of employer | Employed Supervisor(s)  From (mo/yr) To (mo/yr)  Reason for leaving: |
| Title |  |

References

Have you worked or attended school under any other names? ……………………………….. Yes  No 

If yes, give names:

Are you presently employed? ……………………………………………………………………… Yes  No 

If yes, whom do you suggest we contact?

Have you ever been fired from a job or asked to resign? ………………………………………. Yes  No 

If yes, please explain:

Give three references, not relatives or former employers.

Name Address Phone Number

Affidavit, Consent and Release

Please read each statement carefully before signing

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/ post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT NOR GUARENTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

Signature: Date:

This application for employment will remain active for a limited time. Ask the organization’s representative for details.