

Employment Application



Please review these important features of our hiring process:

1. Your application is active only for 30 days.
(Or until the current hiring process closes, whichever is later)
To be consider for openings after that, an updated application may be required.
2. We may conduct background checks, drug testing, job related testing, and team interviews to learn about you and your abilities before hiring decisions are made.
3. Hiring is a two way process – We encourage you to ask questions and we will do our best to answer them.
4. Due to the number of applicants we cannot notify each and every applicant not selected. Only those selected for further interview will be called.
5. Sometimes internal candidates are being considered along with outside applicants.
6. Job offers are not final until confirmed in writing.
7. Our employees deserve the best co-workers possible. Therefore we reserve the right to hire the best qualified person for the job.

Applicant Name:

Date:



APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER All qualified applications considered regardless of race, religion, color, age, sex, marital status, nationality, veteran status or non-disqualifying disability.

INSTRUCTIONS -PLEASE READ

This is a general employment application required for all jobs. If a job vacancy exists, you may also be asked to complete a more detail survey of your qualifications as they relate to a specific job in our company. Please print or write clearly, do not type. Answer all items, even if you have a resume. Check over your final application for accuracy, especially important numbers like Social Security number, phone numbers, ect. Please sign and date the application where indicated. If you need another form or have questions, please feel free to ask.

Today's Date:

PERSONAL INFORMATION

Name:

Last First Middle

Current Address:

Street (Apt) City, State Zip

Contact Information: () ()

Home Telephone Mobile Email

Are you at least 18 years of age? Yes No If under 18, do you have a work permit? Yes No

Can you provide proof that you can be lawfully employed in the U.S.? Yes No

Have you applied for work here before? Yes No

If yes, when?

Have you worked for this company before? Yes No

If yes, when and in what job?

Do any of your relatives or persons of your same household work here? Yes No

If yes, please give their names.

We routinely check for criminal records of applicants. Does your record include any conviction, guilty plea, jail or prison time within the past 10 years? Yes No If yes, please explain:

Position applied for: Date available to start:

Rate of Pay Expected: Can you stay late on short notice if required?

List any certificates or licenses you hold related to your qualifications for the work you seek:

EDUCATION

School Name and Address	Attended Dates	Graduated	Degree & Major
High School		Y / N	
College/ Univ.		Y / N	
College/ Univ.		Y / N	
Trade, Other		Y / N	
Are you currently a Student? If Yes, Please explain:	Scholastic honors achieved:		
Outside activities while in school which you reflect your abilities:			

EMPLOYMENT

List most recent job first.

Employed From:	Employer Name:	Supervisor Name:	Starting Salary:
Employed To:	Employer Address:	Supervisor Phone #:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties & Responsibilities:			

Employed From:	Employer Name:	Supervisor Name:	Starting Salary:
Employed To:	Employer Address:	Supervisor Phone #:	Ending Salary:
Job Title:		Reason for Leaving:	
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Job Title:		Reason for Leaving:	
Duties & Responsibilities:			

VOLUNTEER ACTIVIES AND EXPERIENCE

Describe your involvement in volunteer activities which may help asses you abilities.

OTHER SKILLS AND QUALIFICATIONS

Please mention any other skills, qualifications or experience pertinent to the career you seek (e.g. – computers, software, machines, tools, special certifications, ect.)

REFERENCES

Name	Address, City, State, Zip	Phone Number	Occupation
1.			
2.			
3.			
4.			

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application, and accompanying letters or resume is true and complete, I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my immediate dismissal.

I authorize this employer to investigate my background thoroughly, including a full credit report, and agree to assist in such investigation. I release and hold harmless and promise not to claim damages from any of my prior employers listed above for providing information. I agree to submit to any drug or alcohol test that may be required by the employer for my hiring or continued employment. I understand that refusal to take such test may be cause for denial of employment or my termination. I also understand that employment may be conditioned upon an investigation into criminal convictions on record which local, State or Federal law enforcement authorities.

I understand that, if hired, my employment is not for any specific period or duration and may be terminated at will by the employer or me at any time with or without cause or notice. I understand this application is **NOT A CONTRACT**.

I agree to present personal photo identification and proof of U.S. citizenship or documentation of my authorization to work and reside in the United States, promptly upon confirmation of hiring, and that failure to do so void any offer of employment. I understand that employment may be contingent upon a post-offer physical examination by a medical doctor.

Upon on offer of employment I authorize the examining doctor, clinic or organization to release to this employer any information requested to assess my ability to perform essential work functions or to assess potential risk of injury to myself or others.

Signature of Applicant

Today's Date