

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

**\*\* PLEASE PRINT CLEARLY \*\***

## Applicant Information

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? ( YES ) ( NO ) Describe \_\_\_\_\_

Are you at least 18 years old? ( YES ) ( NO ) If you are under 18 years of age, can you furnish a valid work permit? ( YES ) ( NO )

Are you legally eligible for employment in the U.S.? ( YES ) ( NO )

(Proof of U.S. citizenship or immigration status is required if hired.)

Have you ever been convicted of a crime? ( YES ) ( NO )

If yes, state the nature of the offense and disposition of the case. Include dates and places. (NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

\_\_\_\_\_

## Employment Information

Position(s) applying for: \_\_\_\_\_ Salary Desired \_\_\_\_\_

How did you find out about this job? ( ) Newspaper ( ) Employee ( ) Walk-in ( ) Relative ( ) Other \_\_\_\_\_

Why are you seeking a new job at this time? \_\_\_\_\_

Are you seeking full time, part time or temporary employment? \_\_\_\_\_

What hours and shift(s) would you prefer to work? \_\_\_\_\_

List times you are not available to work? \_\_\_\_\_

Are you willing to work overtime? ( YES ) ( NO ) Weekends? ( YES ) ( NO ) Holidays? ( YES ) ( NO )

Are you currently employed? ( YES ) ( NO ) If hired, when would you be able to start? \_\_\_\_\_

Have you ever worked for this organization before? ( YES ) ( NO ) If yes, name used: \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

Have you ever been terminated or asked to resign from any position? ( YES ) ( NO ) If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all these tasks with or without reasonable accommodation? ( YES ) ( NO )

Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need: \_\_\_\_\_

## Education (circle highest level achieved)

Elementary: 1 2 3 4 5 6 7 8

Secondary: 9 10 11 12 G.E.D

College: 1 2 3 4 5 6 7 8

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Other Education: \_\_\_\_\_

Degree & Major: \_\_\_\_\_

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**Work History** (please begin with most recent)

Company \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name &amp; Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name &amp; Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name &amp; Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

May we contact the employers listed above? ( YES ) ( NO )

If no, list the employers you do not wish us to contact and why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Authorizations** (please read carefully, then sign and date below)

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company. Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Office Use**

( ) Screen Interview Date: \_\_\_\_\_ ( ) Second Interview Date: \_\_\_\_\_ Hired Date: \_\_\_\_\_

Background Check ( YES ) ( NO ) Status: \_\_\_\_\_ Interview: \_\_\_\_\_ Perception: \_\_\_\_\_

Score: \_\_\_\_\_