

# EMPLOYMENT APPLICATION

DATE: \_\_\_\_\_

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

Present Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Are you 18 years or older (circle one) Yes No

Position Applied for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Social Security No. \_\_\_\_\_ Days/Hours available to work

No Pref _____	Thu _____
Mon _____	Fri _____
Tues _____	Sat _____
Wed _____	Sun _____

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired \_\_\_ Full Time Only \_\_\_ Part Time Only \_\_\_ Full or Part Time

Date you are available to begin work? \_\_\_\_\_

Do you have OSHA 10 and/or OSHA 30 Training? (circle one) Yes No

## EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (COMPLETE MAILING ADDRESS)	NUMBER OF YEARS COMPLETED	MAJOR AND DEGREE
HIGH SCHOOL				
COLLEGE				
BUS OR TRADE SCHOOL				
PROFESSIONAL SCHOOL				

HAVE YOU EVER BEEN CONVICTED OF A CRIME (circle one) YES NO

If yes, explain number of conviction (s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

DO YOU HAVE A DRIVER'S LICENSE? (circle one) YES NO License # \_\_\_\_\_

**Attach a copy of Driver's License.**

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**REFERENCES**

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone # _____	Telephone # _____

**MILITARY**

HAVE YOU EVER BEEN IN THE ARMED FORCES? (circle one)                      YES      NO  
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? (circle one)                      YES      NO

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**WORK EXPERIENCE**

Please list your work experience for the **past five (5) years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets, if necessary.**

\_\_\_\_\_  
Name, Address, and Phone Number of Employer \_\_\_\_\_

\_\_\_\_\_  
Name of last Supervisor \_\_\_\_\_

Employment Dates	From _____	Pay or Salary	Start _____
	To _____		Final _____

Reason for leaving (Be specific): \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Name, Address, and Phone Number of Employer \_\_\_\_\_

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Name of last Supervisor \_\_\_\_\_

Employment Dates	From _____	Pay or Salary	Start _____
	To _____		Final _____

Reason for leaving (Be specific): \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Name, Address, and Phone Number of Employer \_\_\_\_\_

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Name of last Supervisor \_\_\_\_\_

Employment Dates	From _____	Pay or Salary	Start _____
	To _____		Final _____

Reason for leaving (Be specific): \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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May we contact your past and present employer? (circle one)                      YES              NO

## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

### **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

**I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Given the fiduciary nature of the position for which I am being considered, I hereby authorize employer to conduct a criminal background check as well as a credit check.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.