

Employment Application

We are an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including sex, race, color religion, national origin, age, disability, or other characteristics protected under applicable law.

Position(s) Applied For	Salary Desired	Date of Application
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How Did You Learn About Us? (Check One)

Advertisement
 Friend
 Walk-In
 Internet
 Employment Agency
 Relative
 Other _____

Last Name	First Name	Middle Name
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Present Address	Number	Street	City	State	Zip Code
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Permanent Address
(if same as above, enter same)

Telephone Number(s)	Social Security Number
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Please check "Yes" or "No"

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, please give date _____

Have you ever been employed with us before? Yes No
If yes, please give date _____

Job duties: _____

Reason for leaving: _____

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

Do you have the legal right to work in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment

On what date would you be available to work?
 Date _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are any relatives employed with us? If yes, list Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job required? Yes No

Have you been convicted of a felony? Yes No
(Convictions will not necessarily disqualify an applicant for employment. Each one is considered if relation to the position applied for)

If yes, please explain: _____

Please indicate any foreign language you can speak, read or write fluently _____

Have you served in the US Military? Yes No
If yes, what branch? _____

Do you have any special military training that is job-related?
 If yes, please explain. _____

Yes No

Employment Experience

Please provide the following information concerning each of your employers, starting with your present or most recent position (the applicant may include in such history any verified work performed on a volunteer basis):

Employer (Current or Most Recent)	Dates Employed From To		Description of Duties
Address			
Telephone number(s)	Hourly Rate/Salary Starting Final		
Job Title or Position			
Supervisor			
Reason for Leaving			

Employer (Next Previous)	Dates Employed From To		Description of Duties
Address			
Telephone number(s)	Hourly Rate/Salary Starting Final		
Job Title or Position			
Supervisor			
Reason for Leaving			

Employer (Next Previous)	Dates Employed From To		Description of Duties
Address			
Telephone number(s)	Hourly Rate/Salary Starting Final		
Job Title or Position			
Supervisor			
Reason for Leaving			

If additional space is needed, please continue on a separate sheet of paper.

If there have been any gaps in your employment during the last five years, please provide details in the space provided here:

List professional, trade, business or civic activities and offices held. Describe any specialized training, apprenticeship, skills and extra curriculum activities (excluding those, which, by their name or character, indicate the race, color, religion, sex, age, national origin, marital status, ancestry or handicap).

Summarize special training skills (such as machines, typing, PC skills, language skills, etc.), which you feel may especially qualify you for working with our company.

Education

Name and Address of School	Years Completed	Graduate (Yes or No)	Course of Study	Degree
High School				
Undergraduate College				
Graduate Professional or Other				

Additional Information

Please list three people who are not related to you and who are not previous supervisors, whom you have known for at least one year and whom we may contact as additional references.

Reference Name	Relationship	Company	Years Known	Address	Area Code Telephone Number

Applicant's Statement

- 1. I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application or any interview is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered. Please note that all information is subject to verification.**
- 2. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at-will" and without fixed term, and may be terminated at any time, with or without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing by an authorized Company official.**
- 3. I authorize all references and former employers listed on my employment application to give the company any and all information concerning my previous employment and any pertinent information they might have, personal or otherwise, and release all parties from any claims, causes of action, or liability from damages that many or could result from furnishing such information to the company.**
- 4. I understand that employment is contingent upon my complying with the employment verification requirements of the Immigration Reform and Control Act.**
- 5. I certify that I have read, or have had read to me, items 1, 2, 3, 4 and 5 above. I understand the contents and hereby acknowledge receipt of this information.**

Signature of Applicant

Date

(Signature required in order to be considered for employment.)