

EMPLOYMENT APPLICATION



Date Reviewed: _____

Documents Received:
 Resume Reference Checks Interview Record

This company is an equal opportunity employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of this company to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

PLEASE PRINT PLAINLY - BE SURE TO SIGN THIS APPLICATION
 (If extra space is needed to fully answer any question please answer on a separate sheet of paper and attach your additional information to this application)

Name: _____ Date: _____
 First Middle Last

Present Address: _____
 Street City State Zip

Email Address: _____

Previous Address: _____
 Street City State Zip

Home Phone: _____ Business Phone: _____

EMPLOYMENT DESIRED

Position(s) applied for _____

Full time _____ Part time _____

If part time, what days and hours are you available? _____

Date available to start _____ Salary requirement _____

PERSONAL DATA

Do you have a legal right to be employed in the United States? _____ Yes
 (Proof Required) _____ No

Are you over the age of 18? _____ Yes _____ No

Do you have a valid driver's license? _____ Yes _____ No State _____ Class _____

COMPANY EXPERIENCE

Have you ever applied for employment with us before: _____ Yes _____ No

If yes, when (month and year) _____

Have you been previously employed by this company? _____ Yes _____ No

If yes, when? _____ In what capacity? _____

Who referred you to this Company? _____ Our Advertisement _____ Job Service
 _____ Employment Agency _____ Friend/Relative _____ No One

Names of friends or relatives employed by this company:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

EDUCATIONAL BACKGROUND

	<u>Name and Location of School</u>	<u>No./Years Completed</u>	<u>Did you Graduate</u>	<u>Course of Study</u>	<u>Degree</u>
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

Please check the skills for which you have received training:

_____ Word Processing (WPM _____) _____ Data Entry _____ 10-Key Calculator
 _____ Software Packages: _____
 _____ Database: _____

List any special skills or qualifications which you feel are relevant to the job for which you are applying:

MILITARY

Branch _____ From _____ To _____

What were your duties _____

Did you receive any specialized training? _____ Yes _____ No

If yes, describe _____

EMPLOYMENT HISTORY

Are you currently employed? _____ Yes _____ No

If not, when was your last date of employment? _____

Please give accurate and complete information about your employment history. Start with present or most recent employer.

1. Company Name _____ Telephone No. _____

Address _____

Employed from ____ / ____ to ____ / ____ Name of Supervisor _____

Hourly Pay: Start _____ Last _____

Position and Responsibilities _____

Reason for Leaving _____

2. Company Name _____ Telephone No. _____

Address _____

Employed from ____ / ____ to ____ / ____ Name of Supervisor _____

Hourly Pay: Start _____ Last _____

Position and Responsibilities _____

Reason for Leaving _____

3. Company Name _____ Telephone No. _____

Address _____

Employed from ____ / ____ to ____ / ____ Name of Supervisor _____

Hourly Pay: Start _____ Last _____

Position and Responsibilities _____

Reason for Leaving _____

REFERENCES

May we communicate with your present employer? _____ Yes _____ No

List three people (no relatives) you have worked with and whom we may contact for a reference.

Name Address Phone

Name Address Phone

Name Address Phone

APPLICANT'S CERTIFICATION
Please read the following statements carefully before you sign your name.

1. I hereby certify that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact any and all references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement or omissions by me in this Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability by this Company.
2. I further understand and agree that no representative of the Company has the authority to enter into any agreement for employment for any specified period of time and that this Company is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by this Company and I recognize that if hired, I will be an employee at will.
3. I also understand and agree that this application will remain on file for sixty days for consideration. After sixty days, if I am still interested in a position with this Company, it will be necessary for me to complete a new application form.
4. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.
5. I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.
6. I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.
7. If hired, I agree to abide by all the rules and policies of the employer, including its Mandatory Arbitration Policy, as a condition of my employment. This means that I will settle any and all claims, disputes or controversies arising out of or relating to my application for employment, employment and/or termination of employment exclusively by final and binding arbitration before a neutral Arbitrator.

THIS CERTIFIES THAT THIS APPLICATION WAS COMPLETED BY ME, THAT I AGREE WITH EACH OF THE STATEMENTS SET FORTH ABOVE, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature

Date