

**APPLICATION FOR EMPLOYMENT**  
**An Equal Opportunity Employer**

**PERSONAL**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

SS# \_\_\_\_\_ Position Applied for \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Do you have the legal right to remain and work in the United States?  Yes  No

Have you ever been convicted of a felony?  Yes  No If yes, nature of crime, when, where, and disposition of case (conviction of a crime is not an automatic bar to employment).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If applying for a position that requires driving, do you have the appropriate license?

Yes  No  N/A

If applying for a position that requires driving, have you been ticketed for a moving violation in the last 3 years?  Yes  No If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GENERAL**

Date available for work \_\_\_\_\_ Salary Desired \_\_\_\_\_

If required, are you available to travel?  Yes  No

# GENERAL CONTINUED

If required, are you willing to relocate?  Yes  No

List friends or relatives that work for this organization \_\_\_\_\_

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## EMPLOYMENT

<b>1</b>	Company Name	Telephone
	Address	Employed From                  To
	Name of Supervisor	Weekly pay Start                  Last
	State Job Title and Describe your work	Reason for leaving

<b>2</b>	Company Name	Telephone
	Address	Employed From                  To
	Name of Supervisor	Weekly pay Start                  Last
	State Job Title and Describe your work	Reason for leaving

<b>3</b>	Company Name	Telephone
	Address	Employed From                  To
	Name of Supervisor	Weekly pay Start                  Last
	State Job Title and Describe your work	Reason for leaving

## EDUCATION

	Name & Location	Course of Study	Did you graduate? If so, degree received
High School			
College			
Trade/Technical School			
Other			

## SPECIAL SKILLS

Any specialized training, apprenticeship programs, or any special job-related skills \_\_\_\_\_

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Any honors, awards, copyrights, or patents \_\_\_\_\_

Professional, Trade, Business, or Civic Organizations/Offices (Please exclude organizations that might indicate race, color, religion, national origin, disability, or other protected status).

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## MILITARY SERVICE

Branch of Service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at time of discharge \_\_\_\_\_

Description of Duties \_\_\_\_\_

## REFERENCES

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

## CERTIFICATION

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct without any mental reservation whatsoever. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby, authorize the Company to thoroughly investigate my references, work record, education and any other matters related to my suitability for employment and, further, authorize my former employers to disclose to the Company any and all of my employment records, including disciplinary reports and letters of reprimand, without giving me notice of such disclosure. In addition, I hereby release the Company, my former employers, their respective directors, officers, employees and agents, and all other persons from any and all claims, demands and liabilities arising out of or in any way related to such investigation or disclosure.

I understand and agree that if I am employed, my employment and compensation are for no definite or determinable period and may be terminated at any time, with or without cause and with or without notice, at the option of either myself or the Company. I further understand and agree that no representative of the Company has any authority to enter into any agreement, written or verbal, for employment for any specified period of time or to make any binding representation or agreements, contrary to the foregoing.

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Applicants Signature

Date

This application is current only for thirty (30) days, at which the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.