



APPLICATION FOR EMPLOYMENT

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****

Position(s) applied for _____ Date ____/____/____

How did you find out about this job? Newspaper Employee Walk-in Relative Other _____

Why are you seeking a new job at this time? _____

APPLICANT INFORMATION

First Name _____ Middle _____ Last _____

Street Address _____

City / State / Zip _____ Phone (____) _____

If hired, do you have a reliable means of transportation to get to work? _____ Describe _____

Are you at least 18 years old? _____ If you are under 18 years of age, can you furnish a work permit? _____

If the job you are applying for requires driving: Driver's License No. _____ State ____ Expiration Date ____

Are you legally eligible for employment in the U.S.? ____ (Proof of U.S. citizenship or immigration status is required if hired.)

EMPLOYMENT INFORMATION

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? ____ Weekends? ____ Holidays? ____

Are you currently employed? ____ If hired, when would you be able to start? _____

Have you ever worked for this organization before? ____ If yes, name used: _____

List any friends or relatives employed by this company: _____

Have you ever been discharged or asked to resign from any position? _____ If yes, please describe: _____

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all of these tasks with or without reasonable accommodation _____

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

Name of School _____ Name of School _____

Location of School _____ Location of School _____

If in high school, are you enrolled in a recognized co-op program? Y / N

If yes, identify program and school: _____

College: 1 2 3 4 5 6 7 8

Name of School _____

Location of School _____

Degree & Major: _____

Minor: _____

WORK HISTORY (PLEASE BEGIN WITH MOST RECENT)

1. Company _____ Phone No. With Area Code (____) _____

Address _____ City/State/Zip _____

Dates of Employment: From _____ To _____ Job Title _____

Supervisor's Name & Title _____

Describe duties briefly _____

Specific reason for leaving _____

2. Company _____ Phone No. With Area Code (____) _____

Address _____ City/State/Zip _____

Dates of Employment: From _____ To _____ Job Title _____

Supervisor's Name & Title _____

Describe duties briefly _____

Specific reason for leaving _____

3. Company _____ Phone No. With Area Code (____) _____

Address _____ City/State/Zip _____

Dates of Employment: From _____ To _____ Job Title _____

Supervisor's Name & Title _____

Describe duties briefly _____

Specific reason for leaving _____

4. Company _____ Phone No. With Area Code (____) _____

Address _____ City/State/Zip _____

Dates of Employment: From _____ To _____ Job Title _____

Supervisor's Name & Title _____

Describe duties briefly _____

Specific reason for leaving _____

For references purposes: Have you worked for any of these organizations or attended school under a different name? _____

If yes, given name and organization(s) _____

May we contact the employers listed above? _____ If not, list the employers you do not wish us to contact and why:

AUTHORIZATIONS & AT-WILL EMPLOYMENT AGREEMENT

(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.

AT-WILL EMPLOYMENT AGREEMENT

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President is authorized to change the employment-at-will status and such a change can only be done in writing. I have read, understand, and agree to the above.

Signature _____ Date _____

Name (please print) _____