



# Application for Employment

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status or any other basis recognized by federal, state, or local law.

Date \_\_\_\_\_  
Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_ Social Security # \_\_\_\_\_

### Employment Desired

Position applied for \_\_\_\_\_  
Indicate Availability To Work:  Full Time  Part Time  
Have you ever applied to this company before:  Yes  No  
Are you able to work overtime:  Yes  No  
Are you legally permitted to work in this country:  Yes  No  
If you are a minor, can you provide the work certificate necessary to obtain employment:  Yes  No  
Have you ever been convicted of a felony?  
 Yes  No  
If yes, please describe conditions. \_\_\_\_\_

A positive response is not an automatic bar to employment with the company. The offense for which the person was convicted in relation to the position to which they have applied will be considered.

### Employment History (Start with most recent employer)

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
May we contact?  Yes  No  
Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
May we contact?  Yes  No  
Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

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

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

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

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

**Education**

School Name and Location \_\_\_\_\_ Year \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_

High School \_\_\_\_\_

College \_\_\_\_\_

College \_\_\_\_\_

Post-College \_\_\_\_\_

Other Training \_\_\_\_\_

Special Technical Skills (equipment operation, special tools or machines, computer programming) \_\_\_\_\_

**Professional References**

List three professional references

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

I declare that the facts set forth in my application are true and complete. I understand that if I am employed, false information stated in this application shall be sufficient cause for dismissal. I understand that this application is not an offer of employment or promise of employment. I acknowledge that employment with the company is on an employment at will basis. This means that my employment with the company can be terminated at any time, with or without cause or advanced notice and acceptance of employment is not a contract of employment for any specified time. Similarly I am free to terminate my employment with the company at any time for any reason. This at will provision may be modified or waived only in a written agreement signed by the company's CEO and me. I further understand that I am responsible for being familiar with the Company's policies, rules and regulations, and I understand that the company has complete discretion to modify its policies, rules and regulations and practices at any given time, to the extent permitted by federal, state and local law, except that it will modify its policy of employment at will. By my continued employment with the Company, I consent to any such changes.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_