

# Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Are you a U.S. citizen or authorized to work in the U.S. on an unrestricted basis?  Yes  No

The Immigration Reform and Control Act of 1986 require that we obtain approved documentation that verifies your right to work in the U.S. on the first day of employment.

Are you looking for full-time employment?  Yes  No

If no, what hours are you available? \_\_\_\_\_

Desired position \_\_\_\_\_

Desired starting salary range \_\_\_\_\_ Desired start date \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, please describe conditions. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Education

### High School

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Degree Attained \_\_\_\_\_ Major \_\_\_\_\_

### Trade or Technical School

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Degree Attained \_\_\_\_\_ Major \_\_\_\_\_

**College**

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Degree Attained \_\_\_\_\_ Major \_\_\_\_\_

**College**

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Degree Attained \_\_\_\_\_ Major \_\_\_\_\_

In addition to your school curriculum, are there other classes or training we should consider?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History** (start with most recent employer)

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

Supervisor's Name \_\_\_\_\_ May we contact  Yes No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

Supervisor's Name \_\_\_\_\_ May we contact  Yes No

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

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

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

Supervisor's Name \_\_\_\_\_ May we contact  Yes No

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

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

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

Supervisor's Name \_\_\_\_\_ May we contact  Yes No

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

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

In addition to your work history, are there any other skills, qualifications, or experience that we should consider? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that all information provided by me on this application and any attached documents are true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application. Further, I understand that any deliberate falsification, misrepresentation, or omission of fact may be grounds for rejection of my application or sufficient cause for dismissal from subsequent employment.

This company is hereby authorized to make any investigations of my prior education and employment. The attached completed and signed Reference Authorization Form is part of this application.

I understand that employment at this company is “at will,” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

I hereby acknowledge that I have read and understand the above statements;  Yes  No

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