

## Employment Application

Federal law prohibits discrimination on the basis of race, color, religion, disability, sex, or national origin, as well as discrimination on the basis of age against persons over the age of 40. Some state and city legislation prohibits discrimination on the basis of age, marital status, sexual preference, race, color, religion, sex, national origin, or any other basis prohibited by law. This employment application is only active for 30 days. After this time period a separate employment application must be submitted in order to be considered for employment.

Please print clearly

Date \_\_\_\_\_

### Personal Information

First Name _____	Middle _____	Last _____
Street Address _____	Social Security No. _____	
City/State/Zip _____	Phone (____) _____	
How did you find out about this job? Newspaper Website Referral Other _____		
If hired, do you have a reliable means of transportation to get to work? Yes No What is it? _____		
Minimum salary expected _____ Are you at least 18 years old? Yes No		
If the job you are applying for requires driving: Driver's License No. _____ State Issued _____ Expiration Date _____		
Are you legally eligible for employment in the U.S.? Yes No (Proof of U.S. citizenship or immigration status will be required if hire.)		
Have you been convicted of a felony in the last seven years? Yes No Are you currently on parole? Yes No		
Are you currently awaiting trial? Yes No Are you currently on deferred adjudication? Yes No (circle one)		
If you answered yes to any of the previous question, state the nature of the offense and disposition of the case. Include dates and places. (NOTE: Felony convictions or the existence of a criminal record do not constitute an automatic bar to employment.)		
_____		
_____		
Are you seeking? Temporary Full-time Part-time What position(s) are you applying for? _____		
What hours and shift(s) would you prefer to work? _____ Not prefer? _____		
Please indicate any shift(s) you would not be available to work. _____		
Are you willing to work overtime? Yes No Weekends? Yes No Holidays? Yes No		
Are you currently employed? Yes No If hired, when would you be able to start? _____		
Have you ever worked for this organization before? Yes No If yes, name used: _____		
List any friends or relatives employed by this company: _____		
Are you on layoff and subject to recall? Yes No		
Have you ever been discharged or asked to resign from any position? Yes No		
If yes, please describe: _____		
How many days have you missed from/been late to school or work within the last year other than approved vacation, sick, or disability leave? _____ Please describe: _____		
_____		

### Education

Elementary: 1 2 3 4 5 6 7 8 Name of School: _____ Location of School: _____	Secondary: 9 10 11 12 G.E.D Name of School: _____ Location of School: _____	College: 1 2 3 4 5 6 7 8 Name of School: _____ Location of School: _____ Degree & Major: _____ Minor: _____
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If currently in high school, are you enrolled in a recognized co-op program? Yes No

If yes, please name program and school? \_\_\_\_\_

## Work History

1. Company _____	Phone No. with Area Code (____) _____
Address _____	City/State/Zip _____
Dates of Employment: From _____ To _____	Salary: Beginning _____ Ending _____
Job Title _____	Supervisor's Name & Title _____
Describe duties for leaving: _____	
Specific reason for leaving: _____	
2. Company _____	Phone No. with Area Code (____) _____
Address _____	City/State/Zip _____
Dates of Employment: From _____ To _____	Salary: Beginning _____ Ending _____
Job Title _____	Supervisor's Name & Title _____
Describe duties for leaving: _____	
Specific reason for leaving: _____	
3. Company _____	Phone No. with Area Code (____) _____
Address _____	City/State/Zip _____
Dates of Employment: From _____ To _____	Salary: Beginning _____ Ending _____
Job Title _____	Supervisor's Name & Title _____
Describe duties for leaving: _____	
Specific reason for leaving: _____	

May we contact all the employers listed above? Yes No If not, tell us which one(s) you do not wish us to contact and why: \_\_\_\_\_

How many jobs have you had in the last five years not listed above? \_\_\_\_\_

Why are you seeking a new position at this time? \_\_\_\_\_

List any business-related outside interests and organizations you're active in: \_\_\_\_\_

## Military Experience

Are you a veteran Yes No If yes, please give dates of service. From _____ To _____
List any special skills or training _____

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. 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. I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations. I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment will be conditional upon passing such examination. During such employment, in the event I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician. I further understand this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is for an indefinite period of time and the company may change wages, benefits, and conditions at any time. My employment is at will. No individual with the company is authorized to change the employment-at-will status except an officer of the company, who may do so only in writing. I have read and understand the above.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Check over the foregoing application, making sure it is complete and signed.*