

Application for Employment

We are an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, national origin or disability. Do not provide or write any information that is not requested on the application.

Section I. Applicant Information

Name (Last, First, Middle)		Social Security Number
Address (Street, City, State, Zip Code)		Phone Number ()
Today's Date	Position Applying For	Desired Salary
Type of Employment Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal		Date Available For Work
Have you ever applied with this company before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Position: _____ When: _____
Can you provide proof that you are at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Are you applying for a position that requires you to drive a company vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No	License: _____ State: _____ Note: Individuals applying for a position for which they are required to drive a vehicle must have a valid drivers license and submit to a vehicle and driving record background check.
Are you legally authorized to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Note: Proof of eligibility for employment will be required as a condition of employment
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Note: Conviction of a felony will not necessarily disqualify you for employment. Do not include sealed or expunged convictions.
If you answered 'yes' to the above question, please explain. _____		

How Did You Hear About Our Company?

Advertisement Web Site Agency Name: _____

Employee Referral Name: _____

Section II. Employment History

Date (Month/Year)	Name and Address of Employer (List most recent first)	Position/Duties	Salary	Supervisor Name	Reason for Leaving
From			Starting		
To			Ending		
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
From			Starting		
To			Ending		
From			Starting		
To			Ending		
From			Starting		
To			Ending		
From			Starting		
To			Ending		

Section III. Professional References

Name	Business Title	Address and Phone Number	Yrs. Acquainted

Section IV. Personal References

Name	Relationship	Address and Phone Number	Yrs. Acquainted

Section V. Education/Skills

Institution	Name and Location of School	Year Completed	Subjects Studied and Degree Received
High School		① ② ③ ④	
College		① ② ③ ④	
Trade or Correspondence		① ② ③ ④	

List other skills, licenses or certificates you hold and/or any relevant software or equipment you have been trained to operate:

Certification and Authorization: Please read carefully before signing.

I certify that all answers given herein are true and complete to the best of my knowledge. I understand that completion of this application does not indicate that there are any positions open and does not in any way obligate this company to hire me or offer me a job. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Permission is hereby granted to any school, person, firm or corporation whether my former employer or otherwise, to give this company any relevant information that may be required to arrive at an employment decision. I hereby release this company, its officers, employees, representatives or agents from any and all liability and/or damage incurred by myself in obtaining such information.

I understand that, as a matter of company policy, my employment and compensation shall continue so long as mutually agreeable, and may be terminated by the company or me without cause of notice. No policy of statement by any company representative (other than a formal agreement signed by an officer of the Company) is to be considered a contract of employment, whether expressed or implied, for any specific period of time or upon any continuing term.

This company reserves the right to use any method of investigation which, in its sole discretion, it deems reasonable and necessary to determine whether any employee has engaged in conduct warranting disciplinary action. As a condition of employment, if hired, I agree to cooperated in any such investigation.

I understand that if hired, the company due to any misrepresentation, misinformation, or inaccuracy of the statement contained herein may terminate my employment. I authorize the company to investigate all statements contained in this application for accuracy and completeness, and to obtain any transcripts, records or documents pertaining to my background and business experience as required by the company. If hired, I agree to conform to the rules and regulations of this company. I also attest that I am authorized to work in the United States. I understand this application will remain active for 30 days. If I have not been hired by that date, I must renew my application to be considered for future employment.

Applicant Signature	Date
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