

# APPLICATION FOR EMPLOYMENT

Name \_\_\_\_\_

Date \_\_\_\_\_

**Position(s) Desired: (do not list "any")**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Your Application will be Active for 60 Days

APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

Referred by: \_\_\_\_\_ Date Available for Work: \_\_\_\_\_

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record THIS COMPANY. Keep this in mind as you complete it. Special Note: You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer. THIS COMPANY, does not discriminate on the basis of race, color, religion, gender, national origin, pregnancy, marital status, citizenship, age, marital status, disability or any other legally protected class. You may request assistance in completing this application.

PERSONAL

Name \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

First M.I. Last

Street \_\_\_\_\_ Box \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Cell/Digital Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_ @ \_\_\_\_\_

If younger than 18, state your age here \_\_\_\_\_ Are you legally entitled to work in the United States? \*\*  yes  no

\*\*Compliance with I-9 requirements is mandatory, upon employment

If convicted of a crime(s), explain here: \_\_\_\_\_  No convictions

Answer these questions for all positions requiring the use of a vehicle:

Have you ever been convicted of a moving traffic violation?  yes  no If yes, list all here: \_\_\_\_\_

Have your driving privileges ever been revoked or suspended?  yes  no If yes, list here: \_\_\_\_\_

Do you currently hold a Commercial driving license?  yes  no

EDUCATION

High School (Name and Address) \_\_\_\_\_

Did you graduate? \_\_\_\_\_ If no, last grade completed \_\_\_\_\_ G.E.D. Obtained? \_\_\_\_\_ Grade Average \_\_\_\_\_

Colleges (Name and Address) \_\_\_\_\_

Colleges (Name and Address) \_\_\_\_\_

Did you graduate? \_\_\_\_\_ If no, number of hours completed \_\_\_\_\_ Grade Point Average \_\_\_\_\_ Degree \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ If attending, date of graduation \_\_\_\_\_

Other Education \_\_\_\_\_

Awards, Honors, Leadership Roles: \_\_\_\_\_

MILITARY  not applicable

List service in U.S. Military: From \_\_\_\_\_ to \_\_\_\_\_ Branch \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Military experience that may be applicable: \_\_\_\_\_

**GENERAL EMPLOYMENT INFORMATION**

1. List here all of the equipment with which you have experience and training. (Examples: cash register, small tools, forklift, word processor, calculator, computers, etc.): \_\_\_\_\_
2. Are you willing to relocate? \_\_\_\_\_ If yes, state location preferred \_\_\_\_\_
3. Salary Expected \_\_\_\_\_ hour \_\_\_ or week \_\_\_ Number of hours you are available per week? \_\_\_  No preference
4. Type of Employment sought:  regular full time  regular part time  temporary  seasonal  as needed
5. Which of the following are you available: **Days:**  yes  no **Nights:**  yes  no  
**Weekends:**  yes  no **Holidays:**  yes  no **Shift Work:**  yes  no
6. Indicate hours you are available to work on the following days (or check *Anytime*, if you have no restrictions)  

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime
7. Are you currently under a non-compete agreement?  yes  no  don't know  
 •If yes, when does it end: \_\_\_\_\_

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**EXPERIENCE: List below all present and past employment, beginning with your most recent employer**

1. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
 Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
 Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Reason for Leaving:  Quit  Discharge  Retired  
 Dates Employed \_\_\_\_\_ to \_\_\_\_\_  Laid Off Why? \_\_\_\_\_  
 For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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2. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
 Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
 Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Reason for Leaving:  Quit  Discharge  Retired  
 Dates Employed \_\_\_\_\_ to \_\_\_\_\_  Laid Off Why? \_\_\_\_\_  
 For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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3. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
 Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
 Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Reason for Leaving:  Quit  Discharge  Retired  
 Dates Employed \_\_\_\_\_ to \_\_\_\_\_  Laid Off Why? \_\_\_\_\_  
 For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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4. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
 Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
 Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Reason for Leaving:  Quit  Discharge  Retired  
 Dates Employed \_\_\_\_\_ to \_\_\_\_\_  Laid Off Why? \_\_\_\_\_  
 For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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In the following space, please describe briefly why you are applying for this position:

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In the following space, please describe your strengths and talents and how our company will benefit from your work here.

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**CONDITIONS OF EMPLOYMENT**

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
- III. I understand that I may be required to work overtime as a condition of being employed.
- IV. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand I am an employee at will, and that this application is not a contract of employment THIS COMPANY, and that my employment and compensation can be terminated, with or without cause, at anytime, at the option of either THIS COMPANY, or me. I understand that no representative of THIS COMPANY, has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of THIS COMPANY, may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and an officer of THIS COMPANY..
- V. I understand that I may be required to submit to a pre-employment, and post-employment test for fitness and/or substance abuse, if not prohibited by law.
- VI. Upon separation of employment, I authorize THIS COMPANY, to withhold from my final pay check any monies owed to them by me (if not prohibited by law) for equipment, unpaid insurance premiums, loans, products, services, materials or other assets in my possession not promptly returned.
- VII. As a condition of employment, I accept that any complaint or conflict that cannot be resolved internally may be referred to Alternative Dispute Resolution, unless prohibited by law.

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

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