

Position Applied For: _____ Date of Application: _____

Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Primary Phone #: _____ Emergency Contact: _____ Emergency Phone: _____

Social Security Number: _____

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations?: Yes No

Do you have the legal right to work and be employed in the U.S.?: Yes No
(Proof of identity and legal authority to work in the U.S. is a condition of employment.)

Are you at least age 18?: Yes No
(Proof of age and work permits may be required prior to hiring)

Do you have a reliable means of transportation to and from work?: Yes No

Education

	Name of School and Address	Graduated (Yes/No)	Number of Years	Course or Major	Grade Point Average
Junior High					
High School					
College					
Other					

Extracurricular Activities (You may omit those which indicate your race, color, religion, sex, national origin, ancestry, age or the existence of a disability.)

Have you ever worked for this company before?: Yes No

General Information

Date available to start: _____

 Full-time Part-time**Days and Hours Available to Work**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

What interested you in the Company?: _____

What are your hobbies, special interests, and activities? (You may omit those which indicate your race, color, religion, sex, national origin, ancestry, age or the existence of a disability.)

Have you ever been convicted of a crime other than a traffic violation? (Note: Please exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. A conviction is not an automatic bar to employment. Each case will be considered on it's own merits.)

If yes, please explain and state the charge, the court, the date of the conviction, and the disposition of the case:
_____**Employment History**Please list all your jobs in the past five years. (If applicable, you may list your work performed on a voluntary basis.
If additional pages are needed, please attach.)**Company # 1**

Name: _____ Telephone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Dates Employed (Month and Year)

Rate of Pay

From: _____ To: _____ Start: _____ Ending: _____ Hours worked per wk: _____

Position(s) Held: _____ Supervisor's Name and Position: _____

Describe all your significant duties:

_____May we contact this employer? Yes No

Reason for leaving employer: _____

Employment History Continued**Company # 2**

Name: _____ Telephone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Dates Employed (Month and Year) Rate of Pay

From: _____ To: _____ Start: _____ Ending: _____ Hours worked per wk: _____

Position(s) Held: _____ Supervisor's Name and Position: _____

Describe all your significant duties:

May we contact this employer? Yes No

Reason for leaving employer: _____

Company # 3

Name: _____ Telephone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Dates Employed (Month and Year) Rate of Pay

From: _____ To: _____ Start: _____ Ending: _____ Hours worked per wk: _____

Position(s) Held: _____ Supervisor's Name and Position: _____

Describe all your significant duties:

May we contact this employer? Yes No

Reason for leaving employer: _____

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the company unless I have indicated to the contrary. I authorize the references listed above, as well as all other individuals whom the company contacts, to provide the company any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any disclosure of such information by the company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment. In consideration of my employment, I agree to conform to the rules and standards of the company. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the company. I understand that no employee or representative of the company, other than its president, has the authority to enter into any agreement for employment for any specified period of time, or to make any express or implied agreement contrary to the relationship foregoing. Further, the president of the company may not alter the at-will nature of the employment relationship or enter into any employment agreement for a specified time unless the president and I both sign a written agreement that clearly and expressly specifies the intent to do so. I agree that this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment relationship and that there are no oral, written or collateral agreements regarding this issue.

I also understand that all offers of employment are conditioned on the company's receipt of satisfactory responses to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States. Offers of employment are also conditioned on the satisfactory completion of a post-offer medical examination.

Signature of Applicant _____

Date _____