

# Employment Application

It is our policy with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications. Please carefully read and answer all your questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a resume, but all questions must be answered.

"Employer"	Position applying for
------------	-----------------------

**PERSONAL DATA**

Name (last, first, middle)			
Street Address and/or Mailing Address	City	State	Zip
Home Telephone Number	Cellular Telephone Number		
Date you can start work	Salaried Desired	Do you have a High School Diploma or GED <input type="checkbox"/> Yes <input type="checkbox"/> No	

**POSTION INFORMATION** Check all that you are willing to work

Hours:	Full-Time <input type="checkbox"/>	Days <input type="checkbox"/>	Monday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Sunday <input type="checkbox"/>
	Part-Time <input type="checkbox"/>	Evenings <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Friday <input type="checkbox"/>	
	On-Call <input type="checkbox"/>	Weekends <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Saturday <input type="checkbox"/>	
Are you authorized to work in the United States on an unrestricted basis?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever been convicted of a felony?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, explain:					

**QUALIFICATIONS** Please list any education or training you feel relates to the position applied for that would help you perform work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

**SPECIAL SKILLS** List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

**REFERENCES** Please list three professional references not related to you, with full name, address, phone number, and relationship. If you do not have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

**WORK HISTORY** Start with your present or most recent employment and work back. Use separate sheet if necessary.

<b>Job Title #1</b>	Start Date(mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason For Leaving	Starting Salary	Ending Salary

<b>Job Title #2</b>	Start Date(mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason For Leaving	Starting Salary	Ending Salary

<b>Job Title #3</b>	Start Date(mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason For Leaving	Starting Salary	Ending Salary

<b>Job Title #4</b>	Start Date(mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason For Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations, may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date